Dear Exhibitor:

Brede Exposition Services is pleased to have been selected as the Official Service Contractor for the upcoming *Heathcare Design 2015.* We recognize that your participation in this event is a vital part of your firm's marketing program, and we want to do everything possible to make it profitable and rewarding for you.

Included in this service manual are forms for ordering various services and equipment. The Brede forms are to be returned to our office, the others to the specific contractors who are providing the services. Please review, complete, and submit your order forms as early as possible to take advantage of our discount pricing.

Please refer to the enclosed *Show Details* page for vital facts and information about this event. If you have any additional questions about Brede's services, please do not hesitate to call or email Brede's Heathcare Design 2015 Customer Service Representative at csarizona@brede.com.

A Brede Service Desk will be maintained in the exhibit area during exhibitor move-in to answer any questions that arise and to assist with any last minute requirements.

We look forward to working with you and your company toward a successful show.

Thank you.

Brede

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Exhibitor Badge & Hotel Information

Information Form

Please be sure to inform your show site representative of the following Exhibitor Badge and Hotel Information.

Exhibitor Badge Registration

- Per your exhibitor contract, you will receive complimentary passes.
- A unique Exhibitor ID and a link to your booth administration website has been emailed to the contact we have on file from hcdregistration.com.
- If you have not received this information, email hcdregistration@rhq.com with your exhibiting company name per your contract or call 702.944.8753 for further assistance.

Deadlines

All booth personnel must be registered before:
FRIDAY, OCTOBER 16, 2015.

Hotel Information

Top 5 reason to stay in Host Hotels

1. NETWORKING. You can continue your networking efforts where the majority of attendees stay. In fact, many of the public spaces are utilized through the evenings - giving you more opportunities to meet and greet.
2. DISCOUNTED RATES. We have negotiated the best possible rate based on the number of people we have attending the conference. Staying at other hotels can end up costing more when you factor in parking, car rental, and taxis.
3. TIME EFFICIENCY. Staying at the conference hotel can help you balance your schedule. You can easily walk back to your room in under 5 minutes when you need to get some work done, return calls, or just take a break.
4. HELPING US HELPS YOU. Staying at the host hotels reduces the management liability which in turn, enables us to keep all other costs down.
5. LOYALTY POINTS. The Gaylord National is now part of the Marriott chain of hotels, allowing you to earn loyalty points for future use.

Reserve your hotel room online today by going to www.hcdcon.com and clicking on “Attend” and then “2015 Hotel”.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Brede Customer Service

- *602.275.5900 Fax 602.275.5959 e-mail:* csarizona@brede.com
- *Office Hours: 8:00 AM - 4:30 PM*
- *No telephone orders accepted; please complete and submit your order and credit card information to Brede.*

Show Management

- Mike Goff
- 603.836.0332
- mgoff@vendomegrp.com

Booths

Each 10' booth includes:

- 8' high Blue back drape
- 3' high Blue side drape
- (1) one-line booth ID sign with booth number

Drape Colors: Blue Aisle Carpet Color: Blue

The exhibit hall is not carpeted. Carpet or flooring is mandatory for all exhibitors. Exhibitors may bring their own floor covering or rent carpet through Brede Exposition Services using the *Carpet Requirement* form. If no carpet is ordered or provided, per show management, carpet will be installed at the exhibitor's expense.

Material Handling

Advance to Warehouse

Late to warehouse charges apply after: **November 6, 2015**

TO: Exhibiting Company Name and Booth #

FOR: Heathcare Design 2015
Brede Exposition Services
c/o ABF Freight
6720 Washington Boulevard
Elkridge, MD 21075

Direct to Show Site

Do not deliver prior to: **November 13, 2015**

TO: Exhibiting Company Name and Booth #

FOR: Heathcare Design 2015
c/o Brede Exposition Services
Gaylord National Hotel and Convention Center
701 Waterfront Street
National Harbor, MD 20745

Exhibitor Schedule

Exhibitor Move-in:	Friday	November 13, 2015	7:00	AM	—	7:00 PM	*Booths 500—1900 Only*
	Saturday	November 14, 2015	7:00	AM	—	7:00 PM	
	Sunday	November 15, 2015	7:00	AM	—	2:00 PM	
Show Hours:	Sunday	November 15, 2015	4:30	PM	—	7:30 PM	*Welcome Reception*
	Monday	November 16, 2015	10:45	AM	—	4:00 PM	
	Tuesday	November 17, 2015	10:30	AM	—	1:00 PM	
Exhibitor Move-out:	Tuesday	November 17, 2015	1:00	PM	—	9:00 PM	
	Wednesday	November 18, 2015	8:00	AM	—	3:00 PM	

- Drivers for all carriers must be checked in at the Brede Service Desk for pick-up of freight by: 11:00 AM on Wednesday, November 18, 2015.

Utilities & Services

- For booth utilities and additional booth services, please contact the individual suppliers using the enclosed order forms.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Show Details

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO | DISCOVER WHAT'S NEXT | NOV. 14-17, 2015 | WASHINGTON, DC

Information Form

Please make your show site representative aware of the following policies.

Payment & Pricing Policies

Important Deadlines

- Take advantage of advance order discount pricing! Orders must be received with payment in full no later than the following dates. Orders received with payment in full after discount deadline dates will be invoiced at "standard floor" pricing.

Carpet and furnishings rentals	October 30, 2015
Custom exhibits rentals	October 30, 2015
Labor orders	October 30, 2015

- Freight received at the warehouse after the deadline will incur an additional charge.

Advance shipments to warehouse to arrive by:	November 6, 2015
Shipments to show site to arrive no sooner than:	November 13, 2015

Payment Policies

- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.
- For your convenience, we accept the following methods of payment: cash; checks and money orders drawn on U.S. banks in U.S. funds; and credit cards including VISA, MasterCard and American Express.
- Purchase Orders are not considered payment; therefore, a check or credit card is required.

Cancellations & Adjustments

- Cancellations are invoiced at 50% of original price, unless otherwise noted on order form.
- No adjustments will be made after close of the show.

Tax Exemption

- If tax exempt, a copy of your tax exempt certificate must accompany your order. This is not a resale certificate.
- No adjustments for tax exempt status will be made after close of the show.

Third Party Payment Billing

- The exhibiting company is ultimately responsible for the payment of all charges. If no arrangements are made for payment of invoice(s) by the third party prior to the last day of the show, charges will revert back to the exhibitor.

Miscellaneous

- Rental items not ordered, yet found in booths, are invoiced at "Standard Floor" pricing.
- All prices are in U.S. dollars ($).
- All rental items are subject to applicable taxes.
- All rental items remain the property of Brede Exposition Services.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — WHAT'S NEXT — DISCOVER — NOV. 14-17, 2015 — WASHINGTON, DC

Required Form

This form must accompany any completed order form(s) submitted to Brede.
Payment Method must be completed to process orders.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 30, 2015

Order Summary

Carpet	$ _____
Tables & Accessories	$ _____
Brede Rental Exhibits	$ _____
Material Handling	$ _____
Labor	$ _____
Forklift	$ _____
Booth Cleaning	$ _____
Graphics	$ _____
Total Due	$ _____

Payment Method

- For your convenience, we accept cash, checks and money orders drawn on U.S. banks in U.S. funds, VISA, MasterCard and American Express.
- Purchase Orders are not considered payment.
- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.

☐ Third Party Payer

☐ Tax Exempt
include certificate

Our Federal ID #
86-0896466

☐ Pay By Credit Card

- Please complete the *Credit Card Authorization* form and submit with your order.

☐ Pay By Check or Money Order Payable to Brede Exposition Services

- International checks must be drawn on a U.S. bank, U.S. funds account only—processing fee of $25.00.
- Please include Heathcare Design 2015 and booth number on all payments.

Check Number _____ Dated _____ Amount _____

Exhibiting Company

Company: _____ Contact: _____

Address: _____ City, State, Zip: _____

Phone: _____ Fax: _____ Email: _____

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Order Summary / Payment Method

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Required Form

This form must accompany any completed order form(s) submitted to Brede.
A credit card must be on file prior to the delivery of any goods or services.
Orders received without full payment or credit card information will not be processed.

Terms

- All charges must be paid prior to close of show.
- Orders received without full payment or credit card information will not be processed.
- A credit card on file is required when using Brede Exposition Services.
- Submitting credit card information and signature indicates agreement with the terms below.

Credit Card

I authorize Brede Exposition Services to charge any additional amounts incurred by me or my show representative, including material handling and/or labor charges. If credit card is declined, Standard Floor pricing prevails and a $25.00 service charge will be added.

☐ Third Party Payer

Cardholder's name (please print): _____

Cardholder's Signature: _____

Cardholder's Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Email: _____

VISA MC AMEX | | | | | | | | | | | | | | | | |

EXP | | | |

Credit Card Authorization

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Brede EXPOSITION SERVICES

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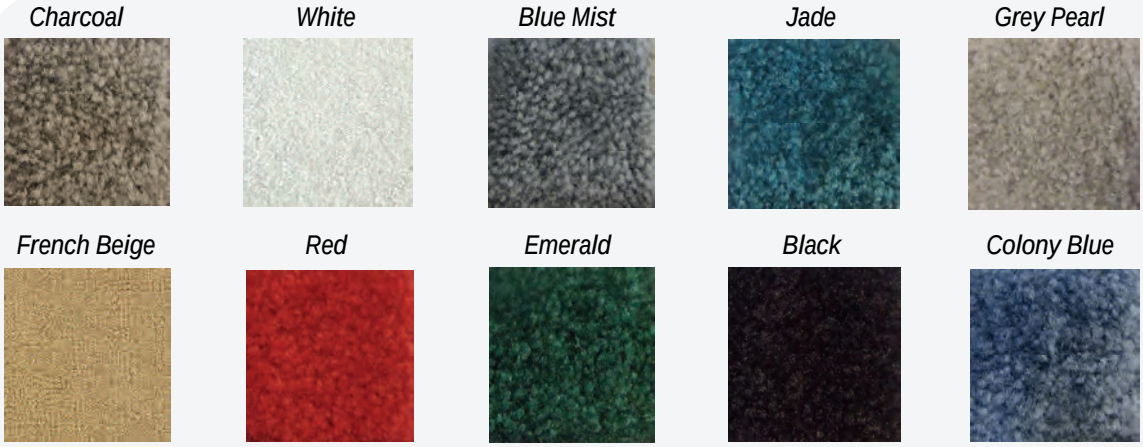
Color Guide

Standard Carpet Colors

Plush Custom Carpeting



Display Table Drape Colors

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Order Form

Submit this form if you wish to rent carpet, visqueen, or padding from Brede.
Enter the Carpet Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 31, 2014

Carpet Requirement

The exhibit hall is not carpeted. **Carpet is required for this show.**

Find more on Brede.com

☐ We are providing our own carpet. *Please select shipment method:*

☐ Advance Warehouse ☐ Direct to Show Site

Standard Carpeting

Select from Standard Colors (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy
☐ Red ☐ Forest Green ☐ Grey

Qty	*Size*		*Advance*	*Standard*	*Subtotal*
_____	10' Carpet		$ 150.00	$ 195.00	$ _____
_____	20' Carpet		$ 300.00	$ 390.00	$ _____
_____	30' Carpet		$ 450.00	$ 585.00	$ _____
_____	40' Carpet		$ 600.00	$ 780.00	$ _____
_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 4.25 *per sq. ft.*	$ 5.50 *per sq. ft.*	$ _____

- Standard carpets ordered in multiples of 2 or more do not include seaming and exact color match is not guaranteed.

Options

_____	Carpet Padding	_____ x _____ = _____ sq. ft	$ .59 *per sq. ft.*	$ .77 *per sq. ft.*	$ _____
_____	Visqueen	_____ x _____ = _____ sq. ft	$ .37 *per sq. ft.*	$ .48 *per sq. ft.*	$ _____

Plush Custom Carpeting

Select from Custom Colors

☐ Charcoal ☐ White ☐ Blue Mist ☐ Jade ☐ Grey Pearl ☐ French Beige
☐ Red ☐ Emerald ☐ Black ☐ Colony Blue

_____	Full Coverage	_____ x _____ = _____ sq. ft *(100 sq. ft. minimum)*	$ 5.00 *per sq. ft.*	$ 6.50 *per sq. ft.*	$ _____

- Includes poly covering for protection.
- To guarantee availability, orders must be received 30 days prior to show move-in.
- Cancelled orders for custom carpet will be charged 100%.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6% MD Tax $ _____

Carpet Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Carpet Requirement

Brede EXPOSITION SERVICES

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Order Form

Submit this form if you wish to rent tables, risers or furnishings from Brede.
Enter the Table & Accessories Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 30, 2015

Tables

Qty	Item	Advance	Standard	Subtotal
	30" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 112.50	$ 146.50	$
	6' x 2' draped table	$ 128.00	$ 166.50	$
	8' x 2' draped table	$ 157.00	$ 204.00	$
	4th side drape	$ 48.50	$ 63.00	$
	4' x 2' undraped table	$ 53.50	$ 70.00	$
	6' x 2' undraped table	$ 68.00	$ 88.50	$
	8' x 2' undraped table	$ 71.00	$ 95.50	$
	42" High Display Tables (includes white vinyl top, 3 side drape)			
	4' x 2' draped table	$ 145.50	$ 189.50	$
	6' x 2' draped table	$ 166.00	$ 215.00	$
	8' x 2' draped table	$ 187.50	$ 244.00	$
	4th side drape	$ 48.50	$ 63.00	$
	4' x 2' undraped table	$ 82.50	$ 107.50	$
	6' x 2' undraped table	$ 96.00	$ 125.00	$
	8' x 2' undraped table	$ 107.50	$ 140.00	$
	12" Tabletop Risers (includes white vinyl top)			
	4' x 12" draped riser	$ 56.00	$ 73.00	$
	6' x 12" draped riser	$ 75.50	$ 98.50	$

Accessories

Find more on Brede.com

Qty	Item	Advance	Standard	Subtotal
	Padded Side Chair - Grey	$ 55.00	$ 71.50	$
	Padded Arm Chair - Grey	$ 75.50	$ 98.50	$
	Counter Stool with Back	$ 90.50	$ 118.00	$
	30"h x 30"d Pedestal Table	$ 87.00	$ 113.50	$
	30"h x 36"d Pedestal Table	$ 87.00	$ 113.50	$
	42"h x 30"d Pedestal Table	$ 87.00	$ 113.50	$
	42"h x 36"d Pedestal Table	$ 87.00	$ 113.50	$
	Waste basket	$ 24.00	$ 31.50	$
	Floor Easel	$ 49.00	$ 64.00	$
	Sign Stand 22" x 28"	$ 56.00	$ 73.00	$
	Bag Rack	$ 49.00	$ 64.00	$
	Waterfall Rack	$ 49.00	$ 64.00	$
	Literature Rack	$ 84.00	$ 109.50	$
	Garment Rack	$ 71.00	$ 91.25	$
	Tackboard 8'x4' (horizontal only)	$ 146.50	$ 190.50	$
	Perfboard 8' x 4' ☐ horizontal ☐ vertical	$ 146.50	$ 190.50	$
	3' high drapery (per ft)	$ 18.00	$ 23.50	$
	8' high drapery (per ft)	$ 22.00	$ 29.00	$

Select Drape Color (if no color is selected, show colors will prevail.)

☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Burgundy ☐ White
☐ Red ☐ Plum ☐ Grey ☐ Forest Green

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____
6% MD Tax $ _____
Table Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Tables & Accessories

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Order Form

Submit this form if you wish to rent a hardwall exhibit from Brede.
Please contact Brede if you would like to inquire about our Custom Rental Exhibits.
Enter the Rental Exhibits Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 30, 2015

Plan A: 10' N-Line Option Includes:

• Hardwall Panels • Carpet • (1) side chair • (1) counter • (2) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 2,417.00	$ 3,142.00	$ _____
_____	Color Hardwall Panels	$ 2,667.00	$ 3,467.00	$ _____
_____	Velcro Compatible Panels	$ 3,282.00	$ 4,266.50	$ _____

Plan B: 20' N-Line Option Includes:

• Hardwall Panels • Carpet • (2) side chair • (1) counter • (4) shelves • Header • Labor to Install & Dismantle

Qty	Item	Advance	Standard	Subtotal
_____	White Hardwall Panels	$ 4,381.00	$ 5,695.00	$ _____
_____	Color Hardwall Panels	$ 4,781.00	$ 6,215.00	$ _____
_____	Velcro Compatible Panels	$ 5,765.00	$ 7,494.50	$ _____

Color Options:

Select Panel Color (Hardwall Color/Velcro Panels) ☐ Black ☐ Blue ☐ Grey

Select Carpet Color: ☐ Black ☐ Blue ☐ Teal ☐ Gold ☐ Red ☐ Grey ☐ Forest Green ☐ Burgundy

Header Copy:

Header Copy ~ One line with block letters: _____

(Please print clearly. Logos, color, & special lettering available at an additional cost. Call for quote.)

Additional Options

Qty	Item	Advance	Standard	Subtotal
_____	Standard Counter 18"x39"x40"	$ 225.00	$ 292.50	$ _____
_____	Adjustable Shelves	$ 46.00	$ 60.00	$ _____
_____	Spot Lights (use w/ rental only)	$ 51.00	$ 66.50	$ _____

Additional booth furnishings can be found throughout manual. Look for upgraded carpet, carpet pad, graphics, chairs, etc.

Why Choose Custom?

Every exhibitor wishes to present a strong positive image of their company. What better way to do this than with a personalized exhibit?

Important Notes

- Electricity is not included with rental.
- Cancelled orders will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6% MD Tax $ _____

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Brede Rental Exhibits

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Custom Rental Exhibits

Why Choose Custom?

Exhibitors will have full access to Brede Exposition Services' design expertise. A Brede Design Specialist is available to create a customized exhibit that is within your desired budget. An attractive and functional exhibit will complement your marketing strategy, maximize your booth space, and enhance your presence on the show floor.

Inline

10x20

10x20

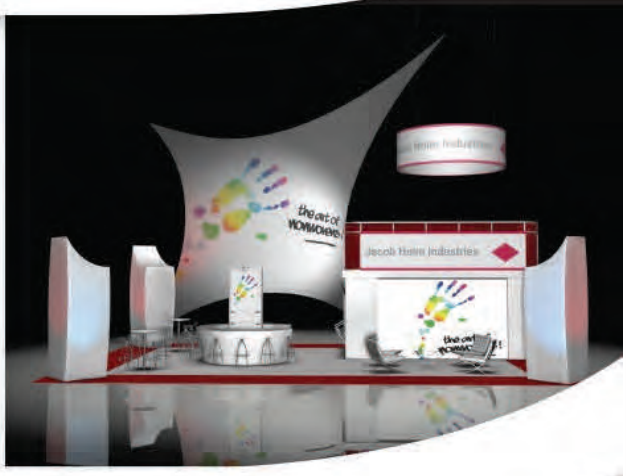
Island

20x20

15x30

Island

15x20



30x45

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

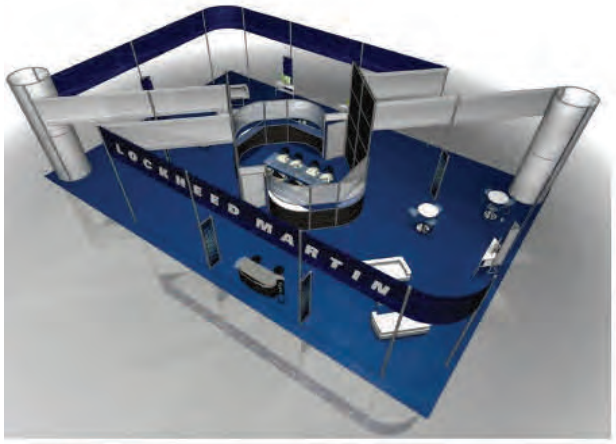
healthcare design CONFERENCE & EXPO
DISCOVER WHAT'S NEXT
NOV. 14-17, 2015
WASHINGTON, DC

Brede EXPOSITION SERVICES

Why Choose Custom?

We will work with you to create a customized exhibit to showcase your company. Most importantly, the Brede Design Team will work with you from the beginning concept through on-site completion.

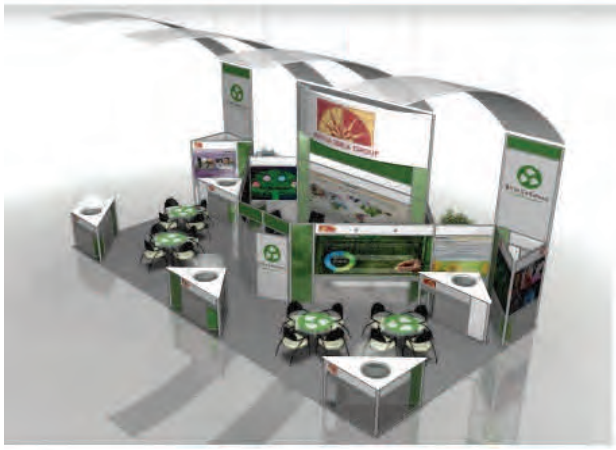
Custom



40x60

20x30

Custom

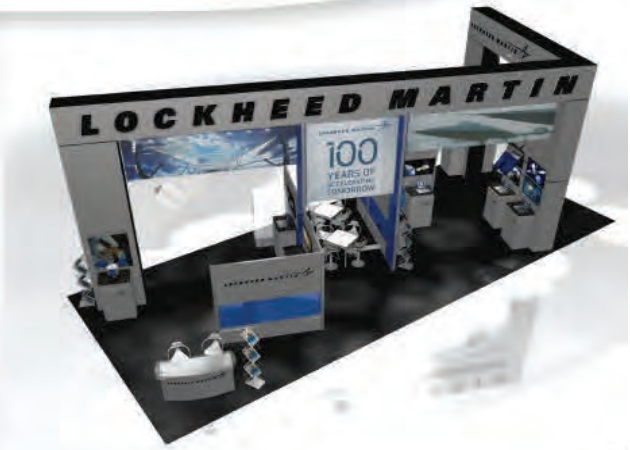


20x40

30x50

Custom

40x80



20x45

Custom Rental Exhibits

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959

Information Form

Brede Exposition Services' liability shall be limited to the physical loss or damage to the specific article which is lost or damaged as described below. Please make your show site representative aware of the following policy.

Limitations of Brede Exposition Services' Liability and Responsibility

1. Brede Exposition Services shall not be responsible for damage to uncrated materials, materials improperly packed, or concealed damage.
2. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of exhibitor's materials after same have been delivered to exhibitor's booth.
3. Brede Exposition Services shall not be responsible for loss, theft, or disappearance of materials before they are picked up from exhibitor's booth for re-loading after the show. Brede bills of lading covering outgoing shipments which are tendered to Brede Exposition Services by exhibitors, will be checked at time of actual pickup from booth and corrections made where discrepancies occur.
4. Brede Exposition Services shall not be liable to any extent whatsoever for any actual, potential, or assumed loss of profits or revenues, or for any collateral costs, which may result from any loss or damage to an exhibitor's material which make it impossible or impractical to exhibit same.
5. The consignment or delivery of a shipment to Brede Exposition Services by an exhibitor, or by any shipper on behalf of any exhibitor shall be construed as an acceptance by such exhibitor (and/or other shipper) of the terms and conditions set forth in this bulletin.
6. Brede Exposition Services shall exercise ordinary diligence and care in the receiving, handling and storage of all shipments. Brede Exposition Services shall not be liable for loss or damage by fire, acts of God, or causes beyond its control. Brede Exposition Service's liability shall be limited to the physical loss or damage to the specific article which is lost or damaged. In any case, the liability of Brede Exposition Services is limited to $ .30 per pound per article, with a maximum of $50.00 per item, and a maximum of $1,000.00 per shipment. This applies while these goods are in Brede's warehouse, in vehicles for delivery, or at show site.
7. Claims for loss or damage which are not submitted to Brede Exposition Services within thirty (30) days of the close of the show on which the loss or damage occurred shall be considered waived. No suit or action shall be brought against Brede Exposition Services or its subcontractors more than one (1) year after the accrual of the cause of action therefore.
8. Shipments received without receipts, freight bills, or specified unit counts on receipts or freight bills (i.e., one lot, 800 cu. ft., etc.), such as UPS or van lines will be delivered to the exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede Exposition Services for such shipments.
9. Empty container labels will be available at the service desk. Affixing the labels is the sole responsibility of the exhibitor or his/her representative. All previous labels should be removed or completely covered. Brede Exposition Services assumes no responsibility for errors to the aforementioned procedure, removal of containers with old empty labels and without Brede Exposition Services labels, improper information on empty labels, or valuables stored in containers with empty labels.
10. Exhibitors should arrange for outgoing shipments during the show or immediately after its close. Brede will assist in the preparation of Brede bills of lading. Be sure that your material has been carefully crated or packed, and properly tagged or marked.
11. In order to expedite removal of materials, Brede Exposition Services shall have authority, without further clearance with exhibitors, to change designated carriers.
12. Labor and services ordered on behalf of exhibitors by display builders or other parties must be so authorized in a letter from exhibitors. Payment for all labor and services will be the responsibility of the exhibitor.
13. Freight handling charges are the responsibility of the exhibitor to whom shipments have been consigned. Also, charges for loading out freight shipments are the responsibility of the exhibitor from whose booth shipments are made. Exhibitors may not assign this responsibility to suppliers or customers.

    The exhibitor agrees, in the event of a dispute with Brede Exposition Services relative to any loss or damage to any of their materials or equipment, that they will not withhold payment of any amount due to Brede Exposition Services for Drayage or any other services provided by Brede Exposition Services as an offset against the amount of the alleged loss or damage. Instead, they agree to pay Brede Exposition Services at the close of the show for all such charges, and they further agree that any claim they may have against Brede Exposition Services shall be pursued independently by them as a completely separate transaction to be resolved on its own merits.
14. Service charge of 1-1/2% per month on any unpaid balance will be made starting 30 days after date of invoice.
15. Where an exhibitor indicates choice of carrier for pickup it is the exhibitor's responsibility to arrange with such carrier for said pickup service. If the carrier does not pick up within the time limited for the removal of exhibitor's materials at the Exhibit Hall, we reserve the right to forward such material by the shipping method of our choice or to remove said material to our warehouse for disposition, at an additional charge to the exhibitor in accordance with prevailing rates for the service performed.
16. Material left behind without orders placed at the Drayage Service Desk may be classified as abandoned. The Drayage Contractor shall not be responsible for same. We are not responsible for any delay of rush shipments. We will expedite such rush shipments to the best of our ability, but will not assume any financial responsibility for shipments which do not arrive at their destination at a dated time.
17. EXHIBITORS ARE URGED TO CARRY ALL-RISK INSURANCE covering your materials against damage, loss and all other hazards from the time shipments are made prior to the show until shipments are received back after the show. This can generally be done by adding "riders" to existing insurance policies, often at no additional cost. It is understood that Brede Exposition Services is not an insurer, that insurance, if any, shall be obtained by the exhibitor and the amounts payable to Brede Exposition Services hereunder are based on the value of the material handling services and the scope of Brede Exposition Services liability as set forth above.

Limits of Liability

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO | DISCOVER WHAT'S NEXT | NOV. 14-17, 2015 | WASHINGTON, DC

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Exhibitors may choose to ship freight to the advance warehouse or directly to show site. Brede will receive and manage the freight at the warehouse and on show site as described in the following pages. Material handling fees are paid to Brede for these material handling services, and are separate from and independent of freight transportation charges, which are paid to a freight carrier such as YRC, ABF, FedEx, or any other carrier of the exhibitor's choosing. Exhibitors are responsible for securing a carrier of their choosing and arranging freight transportation to and from the event, and all associated transportation fees.

Advance Shipments to the Warehouse

Deadlines and Info

- Receiving begins 30 days prior to exhibitor move-in.
- Shipments received at the warehouse after November 6, 2015 are subject to additional charges.
- Ship pre-paid; collect shipments will be refused
- Uncrated, pad wrapped or specialized equipment will not be accepted at the warehouse.
- Hazardous materials will not be accepted at the warehouse.

Advantages

There are several advantages to shipping advance to the warehouse versus directly to the show site:

- Exhibitors can confirm shipment has arrived and is intact in advance of the move-in date.
- Materials will be delivered to your booth prior to your arrival on site.
- Delivery dates and times are more flexible.

Advance Warehouse Rates

See below for definitions and descriptions of warehouse rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Warehouse material handling rates include the following:

- Receiving exhibitor shipment at the advance warehouse, and storage beginning 30 days prior to the show.
- Movement of all exhibitor freight from warehouse to exhibit site.
- Materials unloaded and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. These will be delivered to the booth without guarantee of piece count or condition.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Material Handling Information

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Direct Shipments to Show Site

Deadlines and Info

- Do not ship to the facility prior to November 13, 2015. Early shipments to show site may be refused. Brede Exposition Services will be on show site at the loading dock to receive exhibitor materials only during move-in hours.
- Ship pre-paid; collect shipments will be refused.
- Hazardous materials will not be accepted at show site.

Direct to Show Site Rates

See below for definitions and descriptions of direct to show site rates, and the *Material Handling Rates* form for the associated fees.

All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown on the *Material Handling Rates* form. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Rates Include

Direct to show site material handling rates include the following:

- Materials unloaded at loading dock and delivered to booth by move-in time.
- Pick-up and storing of shipping containers and boxes labeled EMPTY, and returning empty shipping containers to your booth at the close of the show. Empty labels may be obtained at the Brede Service Desk on show site. Empty containers are not accessible during the show.
- Removal of freight from booth, and reloading onto exhibitor's designated outbound carrier from the loading dock.

Crated or Skidded

Use this rate for shipments that arrive via common carrier such as YRC, ABF, etc., and can be unloaded at the dock with no additional handling required. Material that is skidded or is in any type of shipping container that can be unloaded at the dock with no additional handling required.

Special Handling

Use this rate for shipments that are crated van line shipments or packed in such a manner as to require special handling, such as ground loading, side door loading, constricted space loading and designated piece loading or stacked shipments. Also included are mixed shipments without certified weight tickets or delivery receipts, such as Fedex, UPS, POVs (personally owned vehicles).

Uncrated, Unskidded, or Wrapped

Use this rate for shipments that are not in crates, cases, or boxes and/or pad wrapped, specialized equipment, unskidded machinery or uncrated POV shipments. Uncrated shipments are received at show site only.

Small Package

Use this rate for cartons/envelopes weighing less than 25 lbs. per shipment without documentation. Will be delivered to booth without guarantee of piece count or condition.

Overtime Charges

Inbound

Overtime charges apply on inbound shipments if:

- Your shipment is to be delivered to your booth before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your shipment is received at the warehouse, and is delivered to show site before 8:00 am or after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- A vehicle driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

Outbound

Overtime charges apply on outbound shipments if:

- Your shipment is loaded after 4:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday, or
- Your carrier driver checks in at the Exhibit Site Check-In Area after 3:00 pm on weekdays, or anytime on a Saturday, Sunday and/or Holiday.

phone 602.275.5900
fax 602.275.5959

Information Form

Brede Exposition Services will receive your materials shipped in advance at our local warehouse, or shipped directly to show site. For detailed information regarding material handling services provided by Brede and the associated charges, please see below. Please make your show site representative aware of the following information.

Material Handling Documentation

Inbound Bill of Lading

All inbound shipments must have a Bill of Lading or delivery slip showing the number of pieces, type of merchandise and weight. Shipments received without this information will be delivered to exhibitor's booth without guarantee of piece count or condition. No liability will be assumed by Brede for such shipments. Billed weight is based on incoming weight, whether outbound services are used completely or in part. The weight is rounded up to the next one hundred pounds (100 lbs) and is taken from the inbound Bill of Lading and/or the certified weight ticket. Separate shipments will not be combined. Shipments arriving without a specified weight on the Bill of Lading will be assigned an approximate weight by Brede. This weight will prevail.

Advance Warehouse Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: Heathcare Design 2015
Brede Exposition Services
c/o ABF Freight
6720 Washington Boulevard
Elkridge, MD 21075

- Use this address and information on your inbound bill of lading if shipping your freight to the Advance Warehouse.
- Please use the freight labels provided in this service manual.
- Receiving hours: M - F 8:00 a.m. to 4:00 p.m.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- All shipments to the Advance Warehouse must arrive by November 6, 2015 to avoid late charges.

Direct to Show site Shipping Address

TO: Exhibiting Company Name and Booth #

FOR: Heathcare Design 2015
c/o Brede Exposition Services
Gaylord National Hotel and
Convention Center
701 Waterfront Street
National Harbor, MD 20745

- Use this address and information on your inbound bill of lading if shipping your freight Direct to Show site.
- Please use the freight labels provided in this service manual.
- All shipments must be prepaid: collect shipments will be refused.
- Brede does not accept shipments that are not consigned to Brede Exposition Services. Such shipments will be refused.
- Shipments will be received at the facility no sooner than November 13, 2015 during move-in hours.

Empty Containers, Labels

Exhibitors with crates or boxes that need to be returned to pack up booth equipment at the end of the show must affix empty labels on the containers as soon as they are empty. Empty labels will be available at the Brede Service Desk. Affixing the labels is the sole responsibility of the exhibitor. Brede assumes no responsibility for removal of containers with old empty labels, improper information on labels or valuables stored in containers with empty labels. Empty containers will be removed from the floor and stored until the close of the show. You will not have access to empty containers during the show. In most cases, empty containers may not be stored in your booth during the show as it is a fire hazard.

Outbound Bill of Lading

Outbound shipping is not an automatic process. Outbound Bills of Lading must be completed and turned in to the Brede Service Desk: do not leave outbound Bills of Lading in your booth. Exhibitors who wish to ship outbound materials via any carrier other than the show carrier must advise carrier to be checked in at the Brede Service Desk by the driver check-in time specified on the *Show Details* page. Drivers are placed in line for loading on a first-come, first-serve basis, provided the exhibitor is completely packed and a Bill of Lading has been turned in to the Service Desk. Drivers whose Bills of Lading have not been turned in will be placed in a holding queue until the booth is packed and the Bill of Lading is turned in. Should your carrier fail to check in by the designated time, Brede reserves the right to re-route shipment via the official show carrier as necessary, at the exhibitor's expense.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO | DISCOVER WHAT'S NEXT | NOV. 14-17, 2015 | WASHINGTON, DC

Order Form

Submit this form if you will be shipping materials to the advance warehouse or show site.
Use the rates and calculator below to estimate your material handling charges.
Enter the Material Handling Estimate below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Material Handling Rate Schedule

- For full definitions and descriptions of all rates, and rules, see the *Material Handling Information* forms included in this manual.
- All material handling fees are calculated on a CWT basis (per hundredweight, or fraction thereof) per shipment, and vary depending on the type of shipment, the amount of handling and the time of day. Separate shipments will not be combined. Minimum charges will apply as shown below. Be sure to review these costs when you prepare your show budget. Contact Brede for assistance in estimating your material handling charges, based upon your specific needs.

Description	*Material Handling Rate* *Rates below include any applicable OT charges* *per 100 lbs* 200 lb minimum charge
Advance to Warehouse: Crated	$ 97.00
Direct to Show site: Crated	$ 92.00
Advance to Warehouse: Special Handling	$121.25
Direct to Show site: Special Handling	$115.00
Direct to Show site: Uncrated, Unskidded, or Wrapped	$148.00
Advance to Warehouse/Direct to Show site: Small Packages	$ 52.50 *each*

Additional Services	
Late shipments, off-target shipments & site shipments received before published move-in or after show opening. Freight received at the warehouse after November 6, 2015 or at show site prior to published move-in or after show opening, add an additional charge per 100 lbs. Additional transportation charges may apply.	$28.25 *per 100 lbs.*
Spotting Fee. Any vehicles driven into the exhibit hall under their own power will incur a round-trip spotting fee. Vehicles not moved in under their own power will be unloaded and charged based on weight.	$250.00 *round trip*
Special Services. Shipments returned to warehouse will be charged $15.00 per 100 lbs. with a $250.00 minimum. Storage will be charged if shipment is not routed or picked up after three working days. Storage fees prior to 30 days before show, or after 3 days following the show are $1.25 per 100 lbs. per day with a $35.00 minimum. On-site container storage for freight brought in by exhibitors is $30.00 per piece.	

Calculate Estimated Material Handling Charges

Select: ☐ Advanced ☐ Direct

Carrier(s)	Tracking # or Shipped From	Date of Arrival	# Pieces	Est. Weight *CWT*		Rate *per CWT*		Estimated Cost *200 lb minimum*
					X		=	$
					X		=	$
					X		=	$
Transfer this total to the *Order Summary / Payment* form. Payment Method must be completed to process orders. Orders received without full payment or credit card will not be processed.						TOTAL		$

Show Site Contact Name _____ Show Site Phone _____

Material Handling Rates

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Information Form

By completing and submitting the Material Handling order form, exhibitor acknowledges reading and accepting the terms and conditions included on the Material Handling Information forms, as well as the Limits of Liability form. Please review these money-saving tips to make the most efficient use of your material handling budget. Please make your show site representative aware of the following information.

Money-Saving Tips

In General

- Ship via common carrier to avoid possible special handling surcharges.
- Ship early to avoid overnight charges whenever possible.
- Furnish accurate weight tickets with your shipment.
- Properly label/address all shipments to avoid time-consuming re-routes, mis-deliveries, and delays. Remove old shipping labels before you send materials, and attach new labels with complete information. Shipping labels are provided in this service manual for your convenience.
- When shipping direct to show site, confirm in advance that your carrier can guarantee delivery of your freight to the exhibit facility during move-in dates. When possible, schedule shipments to arrive during straight time rather than overtime periods.
- Label your freight with the number of total pieces – example 1 of 3, 2 of 3 and 3 of 3.
- Take a copy of tracking numbers to the show, as well as origination and destination points, piece counts, arrival dates and phone numbers for tracking purposes.

Consolidate Your Shipment

- Separate shipments received by Brede will not be combined. The minimum 200 lb. charge applies to each shipment Brede receives.
- Consolidate your shipment whenever possible to avoid multiple minimum charges.

  For example:

  - 1 piece weighing 36 lbs. charged @ 200 lb. minimum x $97.00 per CWT = $194.00
  - 1 piece weighing 62 lbs. charged @ 200 lb. minimum x $97.00 per CWT = $194.00
  - 1 piece weighing 54 lbs. charged @ 200 lb. minimum x $97.00 per CWT = $194.00

  TOTAL cost of three shipments arriving *separately*: $582.00

  OR

  - 3 pieces totaling 152 lbs @ 200 lb minimum x $97.00 per CWT = $194.00

  TOTAL cost of one *consolidated* shipment: $194.00 *Savings of $388.00*

- Shipments arriving at the same time from different destinations are considered separate shipments.
- Please be aware that small package handlers may split shipments resulting in Brede receiving multiple shipments.

Material Handling Tips

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF Freight

6720 Washington Boulevard

Elkridge, MD 21075

Heathcare Design 2015

Gaylord National Hotel and Convention Center
Baltimore, MD
April 19-21, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

November 6, 2015

ADVANCE WAREHOUSE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

c/o ABF Freight

6720 Washington Boulevard

Elkridge, MD 21075

Heathcare Design 2015

Gaylord National Hotel and Convention Center
Baltimore, MD
April 19-21, 2015

Exhibitor

Booth

Late to warehouse charges apply after:

November 6, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments to the advance warehouse.
- Please cut along dashed lines and affix one to each piece of your shipment to the advance warehouse.
- Please make additional copies of these labels as needed.

Important notes: Warehouse is not temperature controlled.
Hazardous materials will not be accepted at the warehouse.

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Gaylord National Hotel and
Convention Center
701 Waterfront Street
National Harbor, MD 20745

Heathcare Design 2015

Gaylord National Hotel and Convention Center
Baltimore, MD
April 19-21, 2015

Exhibitor

Booth

Do not deliver prior to:

November 13, 2015

DIRECT TO SHOW SITE

EXHIBIT MATERIAL

Rush to:

Brede EXPOSITION SERVICES

Gaylord National Hotel and
Convention Center
701 Waterfront Street
National Harbor, MD 20745

Heathcare Design 2015

Gaylord National Hotel and Convention Center
Baltimore, MD
April 19-21, 2015

Exhibitor

Booth

Do not deliver prior to:

November 13, 2015

- These shipping labels are provided for your convenience to assist in preparing shipments direct to the show site.
- Please cut along dashed lines and affix one to each piece of your shipment direct to the show site.
- Please make additional copies of these labels as needed.

Important note: Hazardous materials will not be accepted at show site.

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — WHAT'S NEXT — DISCOVER — NOV. 14-17, 2015 — WASHINGTON, DC

Bill of Lading & Labels Request

Order Form

Complete this form to request a pre-printed outbound bill of lading and shipping labels for your outbound shipment. Forms and labels will be delivered to your booth at show site.

Requests must be submitted by: October 30, 2015

Notes

- Please complete one form per shipment.
- Please review the *Material Handling Information*, *Material Handling Rate Schedule*, and *Limits of Liability* forms.
- Do not leave Bills of Lading in your booth!

Outbound Shipping Information

Consigned to (Ship to:) _____

Attention: _____

Destination (Street Address): _____

City: _____ State: _____ Zip: _____

Method

Ground

☐ ABF ☐ Other Ground _____

Air

☐ ABF ☐ Other Air _____ ☐ Next Day ☐ 2nd Day ☐ Deferred

Freight Charges Guaranteed By

Company/Exhibitor: _____

Attention: _____

Permanent Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Shipping Labels Request

Label Request

of Shipping Labels Requested: ____

Exhibitors using FedEx or UPS must provide pre-printed labels with the account number.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

A B F F R E I G H T S Y S T E M, I N C.®

TRUST YOUR IMPORTANT TRADE SHOW SHIPMENT WITH THE LEADER IN EXHIBIT TRANSPORTATION SERVICES

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Let ABF make your show the easiest you have attended.

Choose ABF guaranteed, expedited shipping solutions — air or ground with special show discounted rates for your inbound and outbound shipments.

For personalized quotes, please call our trade show division at 800-654-7019.

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tradeshow@abf.com

REQUEST FOR INFORMATION

ABF FREIGHT SYSTEM, INC.® • TRADE SHOW SERVICES

Show Name _____ **Booth Number** _____

Show Date _____ **Show City** _____

Contractor _____

Name _____ **Title** _____

Company _____

Street Address _____

P.O. Box _____ **City** _____ **State** _____

Zip (P.O. Box) _____ **Zip (Street Address)** _____

Phone _____ **Fax** _____ **E-mail** _____

Estimated Exhibit Value _____

Normal Exhibit Weight _____ **Number of Shows Per Year** _____

Normal Number of Exhibit Pieces _____ **Crates** _____ **Cartons** _____ **Cases** _____ **Carpet** _____

Would you like to be included on future mailings? ☐ **Yes** ☐ **No**

Would you like an ABF Trade Show coordinator to call you with a quote or information? ☐ **Yes** ☐ **No**

Please send me a detailed information packet on ABF's Trade Show Service. ☐

Please fax completed form back to 800-836-3320.

ABF Freight System, Inc. • Trade Show Services • P.O. Box 697 • Cherryville, NC 28021

ABF tradeshow®

On-Site...On-Time...Damage-Free

tradeshow@abf.com

(800) 654-7019

Brede EXPOSITION SERVICES

Information Form

We have provided these definitions to acquaint you with specific guidelines for labor. Trade shows, conventions and special events in this vicinity are governed by local union contracts. Please review the following information in order to better understand the applicable union jurisdictions. If you have any questions once you have read this, please address them directly to Brede Exposition Services.

Material Handling

Brede Exposition Services has the responsibility of receiving and handling all exhibit material and empty containers. It is Brede's responsibility to manage the docks and schedule vehicles for the smooth and efficient move-in and move-out of the exposition. Brede will not be responsible, however, for any material they do not handle.

Teamsters Local 639 claims jurisdiction over all unloading and reloading of freight, exhibit materials, product, and empty containers and related equipment. They also have jurisdiction over all material handling equipment including but not limited to forklifts, tow motors, dollies, pallet jacks etc. An exhibitor may hand-carry in one trip any material that does not require the use of wheels or other material moving devices.

Booth Labor

Carpenters Local Union 491 claims jurisdiction over setup and dismantling of exhibits including signs and laying of carpet. This does not apply to the unpacking and placement of your product. Up to two (2) full-time employees may work without carpenter labor for one (1) hour on the move-in and one (1) hour on the move-out. Once this time has expired and work to complete the exhibit remains, the exhibitor must hire carpenter labor from the service contractor in order to complete the work.

Safety

Standing on chairs, tables or other rental furniture is prohibited. This furniture is not engineered to support your standing weight. Brede cannot be responsible for injuries or falls caused by the improper use of this furniture. If assistance is required in the assembly/dismantle of your booth, please order labor on the enclosed *Labor Order* form and the necessary ladders and tools will be provided.

Gratuities

Brede Exposition Services requests that exhibitors do not tip our employees. Do not give coffee breaks other than mid-morning and mid-afternoon when union employees have a fifteen minute paid break. Any attempts to solicit a gratuity by an employee for any service should be reported immediately to a Brede supervisor. Employees of Brede are paid at an excellent wage scale denoting a professional status, and we feel that tipping is not necessary. This applies to all Brede employees.

In General

Craftsmen at all levels are instructed to refrain from expressing any grievances or directly challenging the practices of any exhibitor. All questions originated by labor are to be expressed directly to Brede management personnel. It is recommended that any questions arising with regard to union jurisdiction or practices should be directed to a management representative of Brede.

Find more on Brede.com

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Labor Guidelines: Washington D.C.

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO | DISCOVER WHAT'S NEXT | NOV. 14-17, 2015 | WASHINGTON, DC

Order Form

Submit this form if you would like to order labor from Brede. Labor is available for installation and dismantling of exhibits, and for shrink wrapping and banding of materials.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 30, 2015

Option A: Brede Supervised

- Option for installation to occur prior to exhibitor's arrival.
- Reduce at-show expenses and time spent.
- Labor under Brede supervision is straight time when possible.

☐ Check for Brede Supervised Labor

- Brede Supervision costs 30% of total labor bill.
- There is a $50.00 minimum charge for supervision per installation and dismantle.

Installation

Shipped:
☐ Warehouse
☐ Show site

Shipment :
☐ Crates
☐ Boxes
☐ Carpet/Pad

Carpet:
☐ From Brede
☐ Shipped
☐ None

Blueprints/Instructions:
☐ Attached
☐ with Display-Crate # _____

Electrical under carpet:
☐ Yes ☐ No

Location: _____

Delivery Date: _____

Special Equipment Required: _____

Dismantle

An Outbound Bill of Lading must be completed and turned in at the Brede Service Desk.

Please provide the following information:

Ship to: _____
Attn: _____
Address: _____
City, ST, Zip: _____

Official show carrier: ☐ Ground ☐ Air
Other carrier*: _____

**Show site Bill of Lading prevails.*

Option B: Exhibitor Supervised

- All work is performed under direction of the exhibitor.
- Exhibitor must meet labor at Brede Service Desk at scheduled time.

☐ Check for Exhibitor Supervised Labor

Show Site Contact: _____

Phone #: _____

Labor Rates

Straight Time *Monday-Friday 8:00 a.m.- 4:30p.m.*	$78.50 *per person per hour*
Overtime *Monday-Friday 4:30 p.m.- 8:00 a.m.* *All day Saturday, Sunday,* *and observed union holidays*	$117.00 *per person per hour*

- One hour minimum per laborer. Labor is then charged in 1/2 hour increments per laborer.
- *Use labor rates at left to complete "Rate per laborer" column based on Straight, Overtime, or Double Time.
- Add Brede Supervision column only if using Option A.
- Multiply Subtotal Labor Cost by .30 for Brede Supervision cost.

Estimate Costs

	Date Time	*# Laborers Requested*		*Est. Hrs. per laborer*		*Total Hrs.*		*Rate* per person*		*Subtotal*		*Brede Supervision (Subtotal X .30)*		*Estimated Cost*
Installation			X		=		X		=	$	+	$	=	$
Dismantle			X		=		X		=	$	+	$	=	$

Important Notes

- A 30% surcharge will be assessed to all Late/Floor orders.
- Orders not cancelled prior to move-in will result in a minimum one-hour charge per laborer requested.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders without payment source will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail *Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA* *by fax* *602.275.0584*

Labor

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — WHAT'S NEXT — DISCOVER — NOV. 14-17, 2015 — WASHINGTON, DC

Order Form

Submit this form if you wish to rent forklift labor from Brede Exposition Services..
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: [MOVEIN-14]

This service is available to assist you with your setup, unskidding, and/or spotting of machinery once it has been delivered to your booth. You do not need to order forklifts to unload your truck or deliver your freight to your booth from the loading dock.

Please call your Brede Customer Service Representative for a quote if you require a forklift for over 5,000 lbs. capacity, a cage, or a crane.

Forklift Rates

	Up to 5,000 lbs. capacity forklift & operator per hour	*Helper* per person per hour	
Straight Time Monday-Friday 8:00 a.m.- 4:30 p.m.	$164.50	$78.50	• One hour minimum per laborer. • Labor is then charged in 1/2 hour increments per laborer.
Overtime Monday-Friday 4:30 p.m.- 8:00 a.m. All day Saturday, Sunday, and observed union holidays	$223.00	$117.00	

Order Details

Describe work to be done:

- ☐ Spotting of Equipment
- ☐ Installation/Dismantle of Header
- ☐ Other _____

Please specify other equipment:

- ☐ Straps
- ☐ Chains
- ☐ Fork Extensions

Four (4) Stage Forklift Required: ☐ Yes ☐ No

*Contact responsible for move-in:*_____ *Phone #:* _____

Estimate Costs

	Date Time	*Heaviest Piece* (lbs.)	*# of Forklifts* up to 5,000 lbs.		*Est. Hrs.* per Forklift		*Rate* per hour		*Estimated Cost*
Installation	_____ _____			X		X	$	=	$
Dismantle	_____ _____			X		X	$	=	$

Important Notes

- 30% surcharge will be assessed to all Late/Floor orders.
- One hour will be charged on orders cancelled without 48 hour notice.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate Total

Est. Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Forklift

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — WHAT'S NEXT — DISCOVER — NOV. 14-17, 2015 — WASHINGTON, DC

Order Form

Submit this form if you will wish to order Brede's cleaning service for your booth in order to maintain booth cleanliness post set-up and throughout the show.
Enter the Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 30, 2015

Booth Cleaning

Cleaning Options

Select	Service	Days		Booth Size (100 sq. ft. minimum)		Advance (per sq. ft.)	Standard (per sq. ft.)		Subtotal
☐	Vacuum once prior to show opening. *Includes emptying of waste baskets*	1	X		X	$0.65	$0.84	$	
☐	Vacuum once prior to show opening and daily thereafter. *Includes emptying of waste baskets*	3	X		X	$0.52	$0.68	$	

Daily Porter Services

- Includes emptying of your booth's wastebasket(s) and policing of your exhibit area at one-hour intervals during show hours.

Select	Service			Advance	Standard		Subtotal
☐	Exhibit Area / Under 500 sq ft	3	X	$85.75	$119.75	$	
☐	Exhibit Area / 500 - 1,500 sq ft	3	X	$120.00	$167.75	$	
☐	Exhibit Area / 1,501 - 2,500 sq ft	3	X	$151.25	$211.75	$	
☐	Exhibit Area / Over 2,500 sq ft	3	X	Contact Brede for Quote		$	

If special cleaning services are required, please call the Brede Customer Service Department.

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Cleaning Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Information Form

Accessible storage will be available to you at this show. If you need to store and access materials that you do not have space for in your booth, such as back up equipment or hand-outs for attendees, accessible storage is an area at show site designated to hold these items for you.

This is not an order form. This service must be ordered on-site.

Notes

- You must sign up for this service and pick up your labels at the Brede Exposition Services desk.
- All freight received at the show will be delivered to your booth space first, and will be placed in accessible storage when properly labeled.
- This is not secured storage.
- This is not empty storage.
- Accessible storage items may not be the first items returned to your booth at the close of the show.
- There will be a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.
- There is a one time set up charge of $100.00.

Storage Rates

Size of Storage Space sq. ft.	*Rate per day*
0-25	$ 100.00
26-50	$ 150.00
51-100	$ 200.00
101-150	$ 250.00
151-200	$ 300.00

Access Rates

There is a 1/2 hour labor charge (minimum) each time something is placed into or removed from accessible storage. The charge will be applied at the corresponding rate for the time it is accessed.

Accessible Storage

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Order Form

Submit this form if the exhibiting company intends to use a contractor other than Brede Exposition Services. If the exhibiting company fails to comply with any or all of the requirements listed below, the non-official contractor will not be permitted to service your exhibit, and Brede Exposition Services must be hired for installation and dismantle labor. The non-official contractor will be able to provide supervision only.

Contractor Requirements

Non-official contractors must use labor supplied by Brede Exposition Services unless the following requirements are fulfilled:

- Exhibitors must return this completed form to Brede Exposition Services at least thirty (30) days prior to the show.
- Non-official contractors must submit proof of adequate insurance, in the form of an original policy rider, listing Brede as an additional insured, furnished by their broker to Brede's office no later than thirty (30) days in advance of actual installation dates. This must include a copy of your Worker's Compensation Insurance.
- Non-official contractors must furnish show management the names, addresses and telephone numbers of key executives for emergency contact.
- All personnel must be properly badged at show site.

Non-official installation and dismantle contractors may provide supervision. Non-official contractors are allowed on the exhibit floor only during official installation and dismantle hours, providing the information above is supplied.

Contractor Information

NON-OFFICIAL CONTRACTOR: _____

ADDRESS: _____

_____

_____

PHONE#: _____ FAX#: _____

EMAIL ADDRESS: _____ CELL#: _____

CONTACT IN BOOTH: _____

Exhibiting Company _____

Booth Number _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Non-Official I&D Contractor

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — WHAT'S NEXT — DISCOVER — NOV. 14-17, 2015 — WASHINGTON, DC

Order Form

Submit this form if you wish to order signage from Brede.
Enter the Graphics Total below on Order Summary / Payment form.
Orders received without full payment or credit card information will not be processed.

Advance Order Discount Deadline: October 30, 2015

Standard Sizes

Standard signs are digitally produced with color copy, mounted on white foam board, and include up to 10 words.

Qty	Size	Advance	Standard	Subtotal
_____	11" X 14"	$ 80.00	$ 104.00	$ _____
_____	14" X 22"	$ 118.00	$ 153.50	$ _____
_____	22" X 28"	$ 108.00	$ 140.50	$ _____
_____	28" X 44"	$ 178.50	$ 232.00	$ _____

Indicate sign copy & layout here

**File conversion, retouching, cloning or color correcting may incur additional labor charges.*

Custom Sizes

Brede can provide digital graphic reproduction in custom sizes. Please contact us for full-color, photo-quality, high resolution digital printing in virtually any size for banners, exhibit graphics and more.

Length		Width	=	Square footage	X	Advance	Standard	=		Subtotal
	X		=		X	$20.50 *per sq. ft.*	$26.75 *per sq. ft.*	=	$	

Ten (10) sq. ft. minimum order

☐ Foamcore ☐ Masonite ☐ PVC ☐ Plexi ☐ Gatorfoam ☐ Other _____

Select one
☐ Vertical
☐ Horizontal

Special instructions

_____

_____

_____

Important Notes

- Orders cancelled prior to move-in will be charged 50% of the original price.
- Orders cancelled after move-in begins will be charged 100% of the original price.
- A credit card on file is required when using Brede Exposition Services.
- All charges must be paid prior to close of show.

Calculate

Subtotal $ _____

6% MD Tax $ _____

Signs Total $ _____

- Transfer this total to the *Order Summary / Payment* form.
- Payment Method must be completed to process orders.
- Orders received without full payment or credit card will not be processed.

Booth Number _____

Exhibiting Company _____

COMPLETE and SUBMIT this form:

by mail Brede Exposition Services | 2501 East Magnolia Street | Phoenix, AZ 85034-6918 | USA *by fax* 602.275.0584

Graphics

Brede EXPOSITION SERVICES

healthcare design CONFERENCE & EXPO — DISCOVER WHAT'S NEXT — NOV. 14-17, 2015 — WASHINGTON, DC

Information Form

Please be sure to inform your show site representative of the following fire regulations to ensure the safety of all parties throughout the duration of the show.

Fire Regulations

Booth Construction

Booths, platforms and space dividers shall be of materials that are rendered flame-retardant, satisfactory to the local fire department representatives. Coverings for counters or tables used within or as a part of the booth shall be flame-retardant. All electrical wiring and apparatus shall be of a 3-wire UL type approved.

Permits

A permit shall be required for the following:

- Display and operation of any heater, barbecue, heat-producing or open flame device, candles, lamps, lanterns, torches, etc.
- Display or operation of any electrical, mechanical, or chemical device which may be deemed hazardous by the local fire department.
- Use or storage of flammable liquids and dangerous chemicals.
- Display of any internal combustion engine (special requirements available upon request).
- Use of any compressed gases (permit required for 32CF bottles 1/2 full or less).

Obstructions

Aisles and exits, as designated on approved show plans, shall be kept clean, clear and free of obstacles. Booth construction shall be substantial and fixed in position in specified areas for the duration of the show. Easels, signs, etc., shall not be placed beyond the booth area into aisles. Firefighting equipment shall be provided and maintained in accessible, easily-seen locations and may be required to be posted with designating signs.

Flame Retardant Treatment

All decorations, drapes, signs, banners, acoustical materials, cotton, paper, hay, straw, moss, split bamboo, plastic cloth and similar materials shall be flame-retardant unless smaller than 1,232 square inches (28" x 44") if separated from other combustibles by a minimum of 12" horizontally and 24" vertically. Oil cloth, tar paper, nylon and certain other plastic materials cannot be made flame-retardant, therefore their use is prohibited .

Combustibles

Literature on display shall be limited to reasonable quantities (one-day supply). Reserve supplies shall be kept in closed containers and stored in a neat and compact manner in a location approved by the fire department. All exhibit and display empty cartons must be stored in an approved drayage area. If show is under a 24-hour approved manned security program, automobiles are allowed to retain 1 gallon or less of fuel, and gas caps must be taped. Batteries are to be disconnected and taped.

Storage behind booth backwall is strictly prohibited.

phone 602.275.5900
fax 602.275.5959
e-mail csarizona@brede.com

RULES AND REGULATIONS FOR EXHIBITS AND DISPLAYS

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

- A discounted rate is provided to exhibitors who order services in advance. Full payment must be received at Least Fourteen (14) days prior to the first day of show to qualify for the Advance Price. Payment is accepted through exhibit services in the form of VISA, MASTERCARD, AMERICAN EXPRESS, DISCOVER, DINERS CLUB and Money Order (U.S. funds drawn on U.S. banks only). Maryland State Sales Tax (6%) will be applied to all equipment & service orders. *Checks and cash are not accepted.*
- The hotel is not responsible for any injury, loss, or damage that may occur to the exhibitor, the exhibitor's agents, employees, or property, or the any other person or property prior, during, or subsequent to the period covered by the exhibit contract.
- In accordance with the Prince Georges County Fire department, no exhibit, display or drape will obstruct, impede or otherwise hinder access to fire strobes, fire speakers, fire department access cabinets or fire pulls.
- The Gaylord National Resort and Convention Center has deployed a wireless management system in its exhibit halls that assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any UNORDERED wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless access point device, not provided by Gaylord National Resort and Convention Center, without prior authorization. See the "Information Technology Terms, Conditions & Regulations" and "Network & Telecommunication Services" forms enclosed in this service kit for additional information as well as ordering procedure and pricing.
- Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services.
- Exhibits, displays, and equipment are to be brought into and taken from the Exhibit Hall via the loading dock only.
- Stick-on decals (except name tags) may not be distributed or used in the convention center.
- Holes may not be drilled or punched into any surface in the convention center.
- The painting of exhibits or signs is not allowed anywhere inside the convention center.
- Decorations, banners, signs, etc. are not to be affixed to any wall, door, window, column, ceiling, or any surface in the convention center.
- Static helium balloon displays are permitted in the convention center. Helium balloons may not be used as giveaways. Helium tanks must be removed daily. Storage of tank within the building is not permitted. Any balloons that end up in the ceiling area will be removed at $25.00 per balloon with a $100.00 minimum charge.
- Tape used on the floor of the exhibit must be low residue carpet tape and low residue safety tape. Accepted brand are Polyken 105C, Renfrew #147, and Asiachem SST-736 or approved equivalent. It is the responsibility of the Official contractor to remove **ALL** tape from the floor at the end of the event.
- The hotel reserves the right to purchase, prepare and provide all food and beverage items.

- Cooking permit must be obtained before any cooking activity is permitted within the convention center. A 3A40 B.C. fire extinguisher must be in the booth, within 30 feet of the each cooking device. Compliance with all Prince Georges County Health and fire Department rules and regulations is required. Holding tanks for cooking residue (oils, grease, etc.) are required. Cleaning of equipment is not permitted in hotel restrooms. Clean-up arrangements must be coordinated in advance through show management.

- Permission to cook any food within the exhibit area must have prior approval by the Gaylord National Event Manager The use of "Day tanks" bottled gas may be used in conjunction with an approved exhibit or display for cooking or demonstration purposes. Tanks must have a release valve and be removed from the convention center at the close of daily activities. Storage of tanks inside the building is prohibited.
- Vehicles that are used as part of a display should have no more than a 1/4 tank of fuel or 10 gallons whichever is less. The tank must be taped shut or have a locking gas cap and the battery cables must be disconnected.
- Covered or multi-leveled booths over 300 sq. ft are required to have an automatic extinguishing system or required fire watch personnel. A battery operated smoke detector will be required for each covered booth, structure or tent regardless of square footage. Engineered approved Scaled, stamped plans of the booth must be submitted to the Gaylord National. Cost of fire watch personnel is determined by Prince Georges County Fire and Rescue. Contact Exhibit Services for additional information.
- Haze and/or smoke producing devices must use water-based fluids. The use of these devices must be approved in advance through Conference Services in conjunction with Prince Georges county Fire and Rescue Services.
- **Freight Services:** Material Handling/Freight Deliveries including but not limited to, small package, overnight, LTL & van line carriers will not be accepted by Gaylord National Resort & Convention Center Exhibit Hall representatives prior to your event, during your event & after your event. Shipments during the event contract dates should be in the attention of the events Official Service Contractor. Those events without a service contractor should contact the business center at Gaylord National. Please call your Official Service Contractor with any shipping questions.

GUIDELINES FOR ALL CARPETED AREAS

The following policy and procedure will be in effect for all areas of the hotel with existing carpet.

- Gaylord National does not provide cleaning supplies, vacuums, large waste receptacles, whales or janitorial services for the exhibit hall area unless it is included in the sales contract. Trash removal from the exhibit hall and/or ballroom is the responsibility of the decorating/production company. Any property damaged or destroyed must be replaced to its original condition.
- It is the responsibility of the decorating/production company to return exhibit hall and/or ballroom space to "Move-In Condition". All tape and tape residue as well as stains and debris must be removed. The decorating/production company is responsible for vacuuming the exhibit hall and/or ballroom prior to departure.
- Chalk marks or the use of chalk lines will be prohibited on any carpeted area for event layout.
- All carpeted areas must be covered with visqueen or Polytac before any decorating/production equipment or freight is brought into the space.
- Prior to installation, the exhibit hall staff must approve any tape applied to the hotel carpet. It is required that low tack tape is applied to the carpet and contractor's double-face tape be applied to the low tack tape.

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

ELECTRICAL/UTILITY SERVICES

FAX OR MAIL TO: Gaylord
National Resort & Convention Center
201 Waterfront St. National Harbor Md. 20745
Office: 301-965-3710
Fax: 301-965-3797
For Inquires: GNExhibits@gaylordhotels.com

EVENT NAME_____ SHOW DATE_____

COMPANY NAME_____ BOOTH# _____

ADVANCE PRICE IS 2 WEEKS PRIOR TO THE SHOW DATE

Electrical Packages		ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
Package A	**5 amp 120 volt with an Extension cord and a 6 outlet Multistrip**	**$150.00**	**$190.00**		
Package B	**20 amp 120 volt with an Extension cord and a 6 outlet Multistrip**	**$225.00**	**$255.00**		

VOLTS	MAX WATTS	CIRCUIT AMPS	PHASE	ADVANCE PRICE	STANDARD PRICE	QTY	AMOUNT
EACH UNIT OF POWER COMES WITH ONE OUTLET							
120	500	5	Single	$125.00	$160.00		$
120	2,000	20	Single	$200.00	$225.00		$
208	3,300	20	Single	$300.00	$350.00		$
208	5,700	20	Three	$400.00	$475.00		$
208	5,000	30	Single	$410.00	$490.00		$
208	8,600	30	Three	$550.00	$655.00		$
208	9,900	60	Single	$700.00	$840.00		$
208	17,000	60	Three	$1,100.00	$1,300.00		$
100, 200 & 400 amps are available. Please call for a quote 301-965-3710							
1 Outlet Extension-cord. RENTAL ONLY					$25.00		$
6 Outlet Multi-strip. RENTAL ONLY					$15.00		$
Compressed Air: Hotel supplies 3/4",1/2",1/4" quick release female connection. 80-100 PSI 125 CFM					$300.00		$
Water: Hotel supplies 1/2" male threaded connector. Exhibitor is responsible for bringing adaptors. (Not available in Ballrooms)					$300.00		$
Drainage: Available depending on booth location. A pump may be required at an additional cost. (Not available in Ballrooms)					$200.00		$
One time fill and drain. Maximum of 50 gallons					$300.00		$
Transformer Rental					$150.00		$
Special Orders							$

Credit Card: Visa ☐ MasterCard ☐ Am Express ☐ Discover ☐ Diners Club ☐

Card # _____

Email Address: _____ Exp. Date: _____
PLEASE PRINT

Signature: _____ Phone #: _____

SCALED FLOOR PLANS
A scaled floor plan showing the requested location(s) of the power/engineering drop(s) must accompany your order. If a drawing is not provided, Gaylord National will install the service in the most convenient location and charges will apply for relocation.

ELECTRICAL LABOR
Labor rates apply:
Special power requirements, such as overhead power, wiring of the booth, foreign connections, outdoor displays etc. These will be subject to time and materials.

LABOR RATES
Mon–Fri 8:00 am – 5:00 pm
$90.00 /hr
All other times $160.00
Labor and materials will be charged to the credit card on file.

ELECTRICAL/ENGINEERING CONNECTIONS
There will be a 15% installation and removal assessment on all orders except for labor charges.

Unless a floor plan is included, all power will be installed to the booth in the most convenient manner.
Credit will not be given for services ordered and not used. Cancellations must occur prior to the installation of services

Receipts:
Are available after the show close through
GNExhibits@gaylordhotels.com
Please include the show name and booth #.
24 hour service

CHARGES:	$
Installation & Removal (15%):	$
SUBTOTAL:	$
Tax (6%):	$
Labor	At show site
TOTAL:	$

PLEASE FAX FORM TO: 301-965-3797

For your security, we cannot accept credit card Information via e mail.
Maryland tax form must accompany this form to claim TAX EXEMPT

Gaylord Confidential and Proprietary Information

INFORMATION TECHNOLOGY TERMS CONDITIONS & REGULATIONS
Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Telecommunication Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-2506
Fax: (301)-965-3797

Gaylord National Resort and Convention Center Information Technology Terms, Conditions and Regulations

GENERAL:

- Installation of telephone, telecommunications, network and cabling services within the Gaylord National Resort and Convention Center is exclusive. Telecommunication services (voice and data) are to be ordered by each exhibitor separately and are not to be shared with other exhibitors. Routine audits are preformed to ensure adherence.

- All prices are for rental of services only. Material and equipment furnished by the Gaylord National Resort and Convention Center for telecommunication services shall remain the property of the Gaylord National Resort and Convention Center's unless otherwise specified, and shall be returned to the Gaylord National Resort and Convention Center's Exhibitor Service desk at the close of show. There will be a $250.00 charge for lost or damaged telephone sets and a $250.00 charge for lost or damaged network equipment. The Gaylord National Resort and Convention Center is not responsible for lost or damaged equipment while in the exhibitor's possession.

- Under no circumstances shall anyone other than the Gaylord National Resort and Convention Center's Information Technology technicians make any special wiring within the resort property. Only the Gaylord National Resort and Convention Center's Information Technology technicians are authorized to modify system wiring or cabling. Any wiring or cabling damage costs (plus administration fees) will be billed to the exhibiting firm name.

- Delivery of all voice and data transmission lines ordered from an outside vendor will only be allowed to the second floor Data Center. All circuit installs must be coordinated with the Gaylord National Resort and Convention Center's Information Technology group at least 9 weeks in advance of show date.

- All exhibitor telephone and network services will be disconnected on the last day of the event, sixty (60) minutes after the show's official closing time.

- Rates quoted for all services include bringing the requested communication services to the booth in the most convenient manner and do not include special wiring, over-head drops and/or special placement of communication services, computer equipment or intranet working cabling. All island booths will require a scaled

diagram with orientation. Additional labor and materials will be charged for precise placement of communication services. Additional labor charges will be required for relocating service after installation. The Gaylord National Resort and Convention Center will not be responsible for any cutting or altering of any floor coverings in order to bring voice or data services to a booth.

- Changes to original orders will require a service order to be signed by the exhibitor acknowledging receipt of service and any associated labor. Labor is charged in ½ hour increments (minimum charge is ½ hour). Labor rate is $100.00/hour (advanced -- scheduled) and $175.00/hour (standard -- non-scheduled).

- Notification of cancellation must be received in writing a minimum of five (5) days prior to the scheduled opening date. Credit will not be given for connections installed and not used. No credit will be given for service canceled less than forty-eight (48) business hours prior to the scheduled event opening. Disputes concerning services must be filed by the exhibitor with the Exhibitor Services Department prior to the close of show. The Gaylord National Resort and Convention Center will resolve disputes in a timely manner.

NETWORK | INTERNET | WIRELESS:

- The network connections provided by Gaylord National Resort and Convention Center may be used only by the directors, officers and employees of the company; exhibitors, agents and consultants while performing service for the exhibiting company and cannot be resold or distributed to other companies. The services being provided by Gaylord National Resort and Convention Center will facilitate communications between the Gaylord National Resort and Convention Center's authorized users and the entities reachable through the Internet. Users of Gaylord National Resort and Convention Center services shall use reasonable efforts to promote efficient use of the network to minimize, and avoid if possible, unnecessary network traffic and interference with the work of other users of the interconnected networks.
- Users of Gaylord National Resort and Convention Center services shall not disrupt any of the Gaylord National Resort and Convention Center network or other associated networks as a whole or any equipment of system forming part of their systems, or any services provided over, or in connection with any of the Gaylord National Resort and Convention Center or other associated networks. Gaylord National Resort and Convention Center services shall not be used to transmit any communication where the meaning of the message, or it's transmit distribution, would violate any applicable law or regulation or would likely be highly offensive to the recipient or recipients thereof.

- Gaylord National Resort and Convention Center reserves the right to troubleshoot with tools such as Sniffer Pro, FLUKE network analyzers, etc. Gaylord National Resort and Convention Center reserves the right to immediately disconnect network connections when activity such as denial of service attacks, port scans, or any other form of network performance degradation activities. After disconnection, isolation and quarantine assistance will be given.

- All devices for which the Gaylord National Resort and Convention Center provides Internet or Networking connectivity shall be required to obtain a Gaylord National Resort and Convention Center assigned IP address. At no time, while connected to Gaylord National Resort and Convention Center network, will the customer use run their own DHCP server. Physical layer network audits are preformed to ensure adherence.

- The Customer must provide the node equipment (personal computer, etc.) properly configured, as well as a standard Ethernet adapter card, rated for 10/100Mbps with an RJ-45 jack. The Customer is responsible for the proper configuration of computing machinery and software for Internet and Ethernet communications.

Wireless Specific (802.11a,b,g): The Gaylord National Resort and Convention Center has deployed an 802.11a/b/g wireless management system in its meeting facility. This management system assists Gaylord National IT representatives with the delivery of flawless high speed internet access. The use of any unsecured wireless access point or any other device that broadcasts open internet access is strictly prohibited. At no time will an exhibitor or customer power up any wireless device not provided by Gaylord National Resort and Convention Center without prior authorization. If you plan on using any 802.11a/b/g wireless device, please contact the Gaylord National IT department at 301-965-2506 and provide your access point SSID and the total number of devices you plan on connecting to your access point. Failure to do so will result in automatic suppression of your access point rendering your wireless devices incapable of communications.

Internet Performance Disclaimer: Gaylord National Resort and Convention Center does not guarantee the performance, routing, or throughput, either expressed or implied, of any data circuit connectivity with regards to the Internet and/or Internet backbones beyond any facility we service. The Gaylord National Resort and Convention Center is the exclusive supplier of Internet connectivity for all events within the facility. We are equipped with a DS3 (45mbps) dedicated Internet connection to a tier 1 provider, and can provide Internet and networking connectivity to any location on property.

Internet Security Disclaimer: Gaylord National Resort and Convention Center does not provide security, such as but not limited to firewalls, NATing devices, virus protection, etc. for any Internet services we provide. It is the sole responsibility of the exhibitor or customer to provide all necessary security. With execution of this document the Customer is agreeing to the Terms and Conditions of this document and will hold Gaylord National Resort and Convention Center; its agents and contracts harmless for any and all liabilities arising from the use of non-secured data circuits.

NETWORK & TELECOMMUNICATION SERVICES
GAYLORD NATIONAL RESORT & CONVENTION CENTER

Information Technology Department
201 Waterfront St National Harbor Md. 20745
Fax: 301.965.2598
Email IT questions to: Aaron.Harley@Gaylordhotels.com

Event Name: _____ Event Dates: _____

Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Email Address: _____

Ordering Instructions ADVANCED PRICING IS 2 WEEKS PRIOR TO SHOW DATE

1. **Fax a layout of your booth to 301-965-2598.** **Please mark where your wired connections should be dropped and located. We cannot process your order without a diagram.** Include booth orientation to the show hall. Charges may apply for changes made after order is processed and changes made within 14 days of show will bear Standard Price
2. All equipment and services are subject to a 6% sales tax.
3. NETWORK & TELECOMMUNICATIONS CONNECTIONS - Rates quoted for voice and data connections cover only the delivery of services to the booth in the most convenient manner. Rates do not include connecting or the routing of cables inside the booth area. All telecommunication services installed will be on the floor in the back of the booth for in-line booths. Telecommunications for island booths will come from the ceiling or pillars, in the most convenient manner.

	QTY	Advance Rate	Standard Rate	Total
Wireless Internet Access				
Wireless Internet (1st Device)	_____	$800.00	$1,100.00	_____
Additional Connection	_____	$250.00	$300.00	_____
Please choose a User ID:_____				
Please choose a Password:_____				
High-Speed Internet Access				
Please note any customer switch or access point attached to these lines that has not been pre-approved will result in service cancellation.				
Wired Internet Access (1st Device)	_____	$1,300.00	$1,500.00	_____
Additional Connection	_____	$300.00	$350.00	_____
Additional Device (Customer Provided Switch/NAT)	_____	$250.00	$300.00	_____
Dedicated Internet Access – Dedicated Private VLAN				
1.5 Mb/sec	_____	$2,500.00	$3,900.00	_____
3.0 Mb/sec	_____	$5,000.00	$6,500.00	_____
6.0 Mb/sec	_____	$7,500.00	$11,000.00	_____
Static Public IP Address	_____	$350.00	$400.00	_____
Telecommunication (Telephone) Services				
Standard DID telephone/fax/modem line	_____	$325.00	$350.00	_____
Polycom (speakerphone)	_____	$250.00	$350.00	_____
Standard Desk Telephone	_____	$30.00	$40.00	_____
Labor - Troubleshooting / Move / Change	_____	$100.00	$150.00	_____

Charges: $ _____
Subtotal: $ _____
6% Tax: $ _____
TOTAL: $ _____

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

Event Credit Card Authorization Form

This form has been created in order to allow you to have event expenses charged to your credit/debit card. Please provide all the information requested below to ensure prompt processing of your application. We ask you to please sign and date the form before submission. Please fax the completed form to Trinetra Rawls at 301.965.2598.

FOR SECURITY reasons, Marriott International conforms to all Payment Card Industry (PCI) standards.

CARDHOLDER INFORMATION - Required

Name as it appears on the credit/debit card: _____

Card Type: ☐ Visa ☐ MC ☐ Amex ☐ Diners/CB ☐ Discover ☐ JCB

Account Type: ☐ Individual - ☐ Debit / ☐ Credit ☐ Corporate - Company Name: _____

Issuing Bank: _____ Phone: _____

Account Number: _____ Exp. Date: _____

Address (statement): _____

City, State, Zip: _____

Phone Number: _____ Fax or Alternate Number: _____

EVENT INFORMATION - Required

Event Name/Title: _____

Event Date(s): _____

I certify that all information is complete and accurate. I hereby authorize the Gaylord National Resort & Convention Center to collect payment(s) for Event listed on this form by processing one or more charges to the credit/debit card listed above. I certify that I am the authorized signer of the credit/debit card listed above.

Cardholder Name: (Printed) _____

Cardholder Signature: _____ Date: _____

Please do not send a photocopy of the front or back of your credit card.
For security reasons, we cannot accept completed forms via email.

Gaylord Confidential and Proprietary Information

GAYLORD NATIONAL®
RESORT & CONVENTION CENTER
on the Potomac

BOOTH LAYOUT

Fax or Mail to: Gaylord National Resort & Convention Center
Attn: Exhibit Service Department
201 Waterfront Street National Harbor Md. 20745
Office: (301)-965-3710
Fax: (301)-965-3797

Event Name: _____ Event Dates: _____

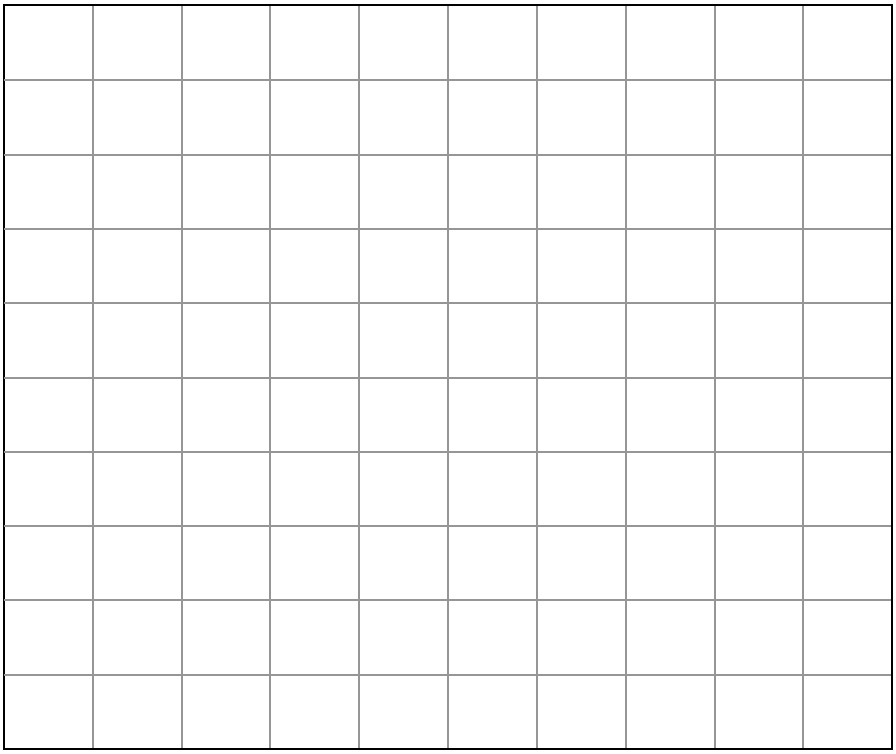
Company Name: _____ Booth Number: _____

Contact Name: _____ Contact Number: _____

Please indicate placement of Electrical/Utility and Telecommunication services ordered.

Adjacent Booth or Aisle #_____ BACK

LEFT Adjacent Booth or Aisle #_____



Adjacent Booth or Aisle #_____ RIGHT

FRONT Adjacent Booth or Aisle #_____

NOTE: Island, Peninsula and In-line booths requiring power to be installed other than the back of the booth will be charged time and materials. Please include a scaled floor plan showing the requested location of electrical source. Labor and materials will be charged to the credit card on file.

AUDIOVISUAL EXHIBITOR SERVICES

GAYLORD NATIONAL®
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NAME OF CONFERENCE:	START DATE:	END DATE:	# EVENT DAYS:	ROOM/EXHIBIT BOOTH #:
COMPANY NAME:	ON-SITE CONTACT NAME:		ONSITE PHONE #:	
STREET ADDRESS:	CITY & STATE :		ZIP CODE:	
TELEPHONE NUMBER:	DELIVERY DATE		DELIVERY TIME ☐ AM ☐ PM	
EMAIL ADDRESS:	PICKUP DATE		PICKUP TIME ☐ AM ☐ PM	
ORDERED BY:				

PSAV WILL CONTACT YOU DIRECTLY FOR PAYMENT INFORMATION. PRICING IS PER DAY.

If you have a special request or need additional equipment, send completed forms to PSGNExhibits@psav.com or fax 877.917.1223

ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 10 BUSINESS DAYS PRIOR TO SHOW OPENING.

VIDEO/DATA DISPLAY	QTY	PRICE
Projector Package w/Tripod Screen		$760
LCD Support Package w/Tripod Screen		$200
Laptop computer		$260
DVD Player		$165
Wired Keyboard or Mouse (each)		$30

AUDIO EQUIPMENT	QTY	PRICE
Computer/MP3 Sound includes Mixer and Speaker		$315
Sound System: (2) speakers (2) stands (1) Mixer Wired Microphone (up to 20 people)		$505
Wired Microphone: ☐ Handheld ☐ Lavalier		$100
Wireless Microphone Unit: ☐ Handheld ☐ Lavalier		$230
CD Player		$115
4-Channel Mixer		$85
Powered Speaker w/Stand		$160

CUSTOM ITEMS	QTY	PRICE
		$
		$

MONITORS	QTY	PRICE
Please check the correct boxes to indicate your source (HDMI, VGA, DVI or USB) and what stand will be needed. Includes Standard Cable lengths(5').		
17" - 19" LCD Monitor (4:3) Table stand only VGA Only		$170
24'' Multi Sync (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$285
32'' LCD Monitor (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$395
46'' Monitor (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$705
55'' Monitor (16:9) ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		$885
70" - 80" or larger Monitor (16:9) Please contact PSAV for quote ☐ Wallmount ☐ Table ☐ Pole Stand ☐ Shelf ($35) ☐ Speakers ($30) ☐ HDMI ☐ VGA ☐ DVI ☐ USB		

SPECIAL REQUESTS/NOTES

ORDERING INSTRUCTIONS

To guarantee equipment availability and advanced rate, this order should reach us 21 days prior to delivery.

Operator labor, if requested, is subject to the prevailing hourly rate with a 4 hour minimum. An electronic receipt will be emailed to you.

The total charge per item is determined by multipying the price by the quantity ordered. Please include applicable Sales Tax on equipment rental.

Power and Internet must be ordered from the hotel

Gaylord National Exhibits
301.965.3710
GNExhibits@gaylordhotels.com

TAX EXEMPT STATUS – If you are exempt from payment of sales tax, we require you to forward an exemption certificate for the state in which the services are to be provided.

CANCELLATIONS:

A) Cancellations received within 48 hours of the scheduled delivery date are subject to a 50% fee applicable to equipment and tax.

B) Cancellations received on the day of scheduled delivery or "no-shows" are subject to the full amount of the order to include installation, drayage and tax.

Labor starting at $105 per hour and Service Charge (24%) will apply

PSAV at
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Exhibitor Services: 301.965.2047
Fax: 877.917.1223
Email: PSGNExhibits@psav.com

Pricing is valid until December 31, 2015

PSAV®

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on the Potomac

EXHIBITOR SERVICES - RIGGING

TO REQUEST EXHIBITOR RIGGING, PLEASE SUBMIT A REQUEST AT WWW.PSAV.COM/RIGGINGFORM/

PSAV WILL CONTACT YOU DIRECTLY TO PROVIDE A DETAILED PROPOSAL AND PAYMENT INFORMATION.

ALL RENTAL PRICES ARE SUBJECT TO A 20% FEE IF ORDERED LESS THAN 21 BUSINESS DAYS PRIOR TO SHOW OPENING.

EQUIPMENT	PRICE PER DAY
Hang Point	$55
Motor & Point package	$230
Truss – 12"x12"x10'	$75
Truss – 12"x12"x5'	$40
Truss – Corner Block	$50
Additional Truss sizes available on request	
House Lift (hourly)	$40
LABOR	**PRICE/HR**
CAD Safety Review	$100
Rigger	$125
Truss Builders	$100
OVERTIME CONDITIONS	
Monday - Friday, 8 a.m. - 5 p.m.	Straight Time
Monday - Friday, 5 p.m. - Midnight	Time and 1/2
Monday - Sunday, Midnight - 8 a.m.	Double Time
Saturday, 8 a.m. - Midnight	Time and 1/2
Sunday, All Day	Double Time
Holidays**, All Day	Double Time

Multi-day setups may incur a blending labor rate.

All rigging calls require 3 Riggers and a 2 hour minimum for setting and 1 hour for striking. We will provide an estimate for equipment and labor based upon our experience. Actual hours will be billed.

Upon receiving a rigging request a PSAV representative will send over an order based on your request with pricing and payment information.

- PSAV will review all rigging request and will determine if your request requires motors/ truss or additional items based on the location of your booth.
- PSAV must make all attachments to the rigging system, ceiling, and supporting structure of the building.
- Orders must be received 21 days prior to delivery to avoid penalty rate, and guarantee equipment and crew availability.
- All rigging must conform to Show Management regulations.
- Signs must include necessary harnesses. PSAV can build custom harnesses with adequate notice and at an additional charge.
- Electrical signs must be in good working order and conform to the National Electrical Code.
- Electrical and Network Services must be ordered through Gaylord National Exhibits Department: 301.965.3710 or GNExhibits@gaylordhotels.com
- All overhead signs and banners must be assembled prior to the rigging call time.
- Riggers work in minimum teams of 3. Clients cannot be used as a substitute for riggers.
- PSAV will not "dead hang" items over 100 lbs or 15' in length. Chain hoists may be used for these items.
- Show Management and Gaylord National Conference Services must approve banner placement in advance.
- PSAV does not build exhibit signs. All signs must be built prior to scheduled rigging time.
- **A service charge of 24% on equipment will be added to the subtotal before tax. Please include applicable sales tax on equipment rental.**
- TAX EXEMPT STATUS - If you are exempt from sales tax payment, we require a State of Maryland exemption certificate.

PSAV at
Gaylord National Resort & Convention Center
201 Waterfront Street
National Harbor, MD 20745

Exhibitor Services: 301.965.2047
Fax: 877.917.1223
Email: PSGNExhibits@psav.com
Pricing is valid until December 31, 2015

PSAV®

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URBAN | JUNGLE
plant and floral service

Mail or fax this form to:
Urban Jungle, Inc.
P.O. Box 6165
McLean, VA 22106
703-241-8545 phone
866-516-3716 fax
[Tax ID #: 54-1796144]

PLANT & FLORAL ORDER FORM

info@urbanjungleinc.com

QTY	ITEM	Advance*	SHOW PRICE	TOTAL
	Floral Arrangement (approx. 12" H)	$ 60.00	$ 70.00	
	Floral Arrangement (approx. 18" H)	$ 75.00	$ 85.00	
	Custom Floral Arrangement (call for assistance)	$ 95.00	$ 110.00	
	Bud Vases (list color preference)	$ 25.00	$ 30.00	
	Tropical Arrangements	$ 80.00	$ 95.00	
	Roses, arranged, one dozen (color_____)	$ 75.00	$ 85.00	
	Orchid Plants (Small_____ Large_____)	$50/$75.00	$60/$85.00	
	Mum Plants (white____ yellow_____ lavender_____)	$ 25.00	$ 30.00	
	Azaleas (red _____ pink _____ white _____)	$ 30.00	$ 35.00	
	Bromeliads (Red, pink, yellow, other)	$ 30.00	$ 35.00	
	Seasonal Plants (kalanchoe, gloxinia, cyclamen, etc.)	$ 30.00	$ 35.00	
	Small (6"pot) Ivy _____ Pothos _____	$ 25.00	$ 30.00	
	Large Fern _____ Ivy_____ Pothos_____	$ 30.00	$ 35.00	
	Glass Bowl for Cards (yours to keep)	$ 25.00	$ 30.00	
	Pkg A: (1) 6' Ficus topped w/ fern & blooming plant	$ 125.00	$ 135.00	
	Pkg B: (2) 3' plants and (1) Blooming plant	$100.00	$ 110.00	
	Pkg C: large container w/ivy and blooming plants	$ 100.00	$ 115.00	
	2' Green Plants	$ 30.00	$ 40.00	
	3' Green Plants	$ 40.00	$ 50.00	
	4' Green Plants	$ 50.00	$ 60.00	
	5' Green Plants	$ 60.00	$ 70.00	
	6' Green Plants	$ 70.00	$ 80.00	
	7' Green Plants	$ 95.00	$ 110.00	
	8' - 10' Green Plants	$115.00	$130.00	
Decorative Containers: White Black Wicker ♦ **Call for prices on brass, chrome, terra cotta pots**			**SUB TOTAL**	$
♦ ***Tax is based on show location*** ***WDC – 5.75% MD – 6% VA – 6% Philadelphia – 8%***			***Sales Tax*** ***See list at left***	$
	CALL FOR PRICING ON FLOWERBOXES, IVY WALLS, TOPIARIES, ETC.		**TOTAL AMOUNT DUE**	$

Please remit payment to URBAN JUNGLE, Inc.

Rental Price includes: Container, top-dressing, delivery and pick-up. **All orders must be paid in full.** No adjustments will be made after the show closes. All green plants are rental items and are the property of Urban Jungle, Inc. Show site cancellations will incur a 100% cancellation fee. ***If tax-exempt in state of delivery, your certificate must be included with this order form.***

❑ *HAVE AN URBAN JUNGLE REP SEE US AT OUR BOOTH*: Date_____ Time_____

Exhibitor: _____ Telephone #: _____
Third Party: _____ Mobile # _____
Address: _____ PO # _____
City, State, ZIP: _____ ***email**:*** _____

Show Name: _____ Location: _____
Show Dates: _____ Booth #: _____

Payment Info: (circle one) AX VISA MC CHECK
Credit Card #: _____ Exp. Date: _____ Security # _____
Name on Card: _____ Billing Zip: _____

{***Overnight order form to:*** **Urban Jungle, Inc. 1631 Dempsey St. McLean, VA 22101}**

*****Email is required for confirmation and final invoices.***

****Orders must be received two weeks prior to show date for advance price!***

v015.1

ACCENT

Tradeshow & Event Furnishings

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ACCENT On Service...

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CUSTOM FURNITURE

Uptown

LOUNGE

A-1 Sofa, Black Suede
83″L x 32″D x 32″H

A-2 Loveseat, Black Suede
59″L x 32″D x 32″H

A-3 Chair, Black Suede
39″L x 32″D x 32″H

A-4 Bench, Black Suede
61″L x 20″D x 17″H

A-5 Cocktail Table, Nickel & Glass
52″L x 31″D x 19″H

A-6 End Table, Nickel & Glass
26″ Diameter x 22″H

A-7 Corner, Black Suede
33″L x 33″D x 28″H

A-8 Center, Black Suede
31″L x 33″D x 28″H

A-9 Half Ottoman, Black Suede
72″L x 36″D x 18″H

A-10 Cocktail Table, Black & Glass
48″L x 24″D x 17″H

A-11 End Table, Black & Glass
21″L x 21″D x 21″H

A-12 Floor Lamp
Black, 72″H

Newport

B-1 Sofa, Tan Suede
79″L x 34″D x 32″H

B-2 Loveseat, Tan Suede
54″L x 34″D x 32″H

B-3 Chair, Tan Suede
32″L x 34″D x 32″H

B-4 Cocktail Table, Natural
48″L x 24″D x 17″H

B-5 End Table, Natural
24″Diameter x 21″H

B-6 Ottoman, Green Suede
32″L x 19″D x 17″H

B-7 Chair, Green Suede
32″L x 34″D x 32″H

LOUNGE

Laredo

C-1 Sofa, Black Leather
77″L x 34″D x 32″H

C-2 Loveseat, Black Leather
54″L x 34″D x 32″H

C-3 Chair, Black Leather
32″L x 34″D x 32″H

C-6 Table Lamp,
Black & Chrome
22″H

D-4 Cocktail Table
Black Cube
30″L x 30″D x 16″H

D-5 Cocktail Table
Black Cylinder
30″Diameter x 15″H

D-6 End Table
Black Cube
24″L x 24″D x 20″H

South Beach

E-1 Sofa, White
77″L x 34″D x 32″H

E-2 Chair, White
53″L x 34″D x 32″H

E-3 Bench, White
53″L x 27″D x 16″H

E-4 Sofa, Red
77″L x 34″D x 32″H

E-5 Chair, Red
53″L x 34″D x 32″H

E-6 Bench, Red
53″L x 27″D x 16″H

E-7 Square Cocktail
White & Chrome
31″L x 31″D x 15″H

E-9 End Table
White & Chrome
20″L x 20″D x 19″H

E-10 White Cube
With Optional Multi Plug Charging Station
20″L x 20″D x 20″H

Barcelona

F-1 Chair, Red Barcelona
31″L x 35″D x 33″H
F-2 Ottoman, Red Barcelona
24″L x 24″D x 17″H

F-3 Chair, White Barcelona
31″L x 35″D x 33″H
F-4 Ottoman, White Barcelona
24″L x 24″D x 17″H

F-5 Chair, Black Barcelona
31″L x 35″D x 33″H
F-6 Ottoman, Black Barcelona
24″L x 24″D x 17″H

Melrose

G-1 Sofa, Red Swirl
78″L x 41″D x 30″H

G-2 Chair, Red Swirl
40″L x 36″D x 30″H

G-3 Bench, Red Swirl
61″L x 21″D x 17″H

Monte Carlo

H-1 Black Leather Sectional Loveseat
50″L x 38″D x 29″H

H-2 Black Leather Sectional Corner
40″L x 40″D x 29″H

H-3 White Leather Sectional Loveseat
50″L x 38″D x 29″H

H-4 White Leather Sectional Corner
40″L x 40″D x 29″H

H-5 White & Chrome Modern Sofa
72″L x 31″D x 26″H

H-6 White & Chrome Modern Chair
35″L x 32″D x 27″H

LOUNGE

Contempo

I-1 Curved Sofa, White Leather
71″L x 34″D x 30″H

I-2 Curved Bench, White Leather
71″L x 34″D x 17″H

I-3 Round Ottoman, White Leather
40″L x 40″D x 17″H

I-4 Curved Sofa, Black Leather
71″L x 34″D x 30″H

I-5 Curved Bench, Black Leather
71″L x 34″D x 17″H

I-6 Round Ottoman, Black Leather
40″L x 40″D x 17″H

I-10 Da Vinci White & Chrome
Folding Sofa
74″L x 35″D x 36″H
Flat - 74″L x 48″D x 18″H

I-7 Cocktail Table, Chrome & Glass
45″L x 32″D x 18″H

I-8 End Table, Chrome & Glass
25″Diameter x 21″H

J-1B Black
Dynamic Chair
23″L x 24″D x 32″H

J-2G Green
Dynamic Chair
23″L x 24″D x 32″H

J-3O Orange
Dynamic Chair
23″L x 24″D x 32″H

J-4W White
Dynamic Chair
23″L x 24″D x 32″H

K-12 Stage Chair
Mocha Leather
28″L x 26″D x 32″H

K-13 Black Tub Chair
25″L x 25″D x 33″H

I-9 Glove Chair
White Leather & Chrome
30″L x 30″D x 32″H

K-15 Black Tulip Chair
22″L x 19″D x 36″H

J-10 White Cube
18″L x 18″D x 17″H

J-11 Black Leather Cube
18″L x 18″D x 18″H

G-4 LED Glow Cube
Adjustable Colors
20″L x 20″D x 20″H

TABLES & SEATING

L-7W Table, White & Chrome
30″Diameter Top x 29″H

L-9WL Anaheim Chair
White Leather
18″L x 20″D x 36″H

L-9W White & Chrome Chair
16″L x 18″D x 31″H

M-5 Tall Bar Table
White & Chrome
30″ Diameter x 42″H

M-6 Curve Bar Stool
White & Chrome
17″L x 18″D x 35″H

M-14 Crescent Stool
White & Chrome
22″L x 19″D x 40″H

L-12W White & Chrome
Bar Stool
16″L x 18″D x 42″H

L-18 White & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-18B White Chrome Swivel
Stool (With Back)
23″L x 17″D x 42″H

L-19 Black & Chrome Swivel Stool
15″L x 15″D x 25″-33″H

L-20 Table, Chrome
30″Diameter Top x 29″H

L-21 Chrome Chair
24″L x 18″D x 29″H

L-22 Tall Bar Table, Chrome
28″Diameter x 42″H

L-23 Chrome Bar Stool
20″L x 16″D x 39″H

TABLES & SEATING

Table, Black
K-1 24″Diameter Top x 29″H
K-2 30″Diameter Top x 29″H
K-3 36″Diameter Top x 29″H
K-4 42″Diameter Top x 29″H

K-5 Black Euro Chair
22″L x 23″D x 28″H

K-6 Jet Black Chair
16″L x 18″D x 31″H

Tall Bar Table, Black
K-7 24″Diameter Top x 42″H
K-8 30″Diameter Top x 42″H
K-9 36″Diameter Top x 42″H

K-10 Black Bar Stool
21″L x 20″D x 41″H

K-11 Jet Black Bar Stool
16″L x 18″D x 42″H

Table, Maple & Chrome
L-1 30″Diameter Top x 29″H
L-2 36″Diameter Top x 29″H

L-3 Maple & Chrome Chair
16″L x 18″D x 31″H

Tall Bar Table
Maple & Chrome
L-4 30″Diameter Top x 42″H
L-5 36″Diameter Top x 42″H

L-6 Maple & Chrome
Bar Stool
16″L x 18″D x 42″H

Table, Black & Chrome
L-7 30″Diameter Top x 29″H
L-8 36″Diameter Top x 29″H

L-9 Black & Chrome Chair
16″L x 18″D x 31″H

Tall Bar Table
Black & Chrome
L-10 30″Diameter Top x 42″H
L-11 36″Diameter Top x 42″H

L-12 Black & Chrome
Bar Stool
16″L x 18″D x 42″H

TABLES & SEATING

L-14 Table, Black & Glass
42" Square Top
(Rounded Corners) x 29"H

L-15 Table, Chrome & Glass
36"Diameter Top x 29"H

L-17 Tall Bar Table, Chrome & Glass
28"Diameter x 42"H

M-1 Chair, Black & Blue
20"L x 20"D x 32"H

M-2 Bar Stool, Black & Blue
20"L x 22"D x 45"H - Swivel

M-3 Chair, Black & Red
20"L x 20"D x 32"H

M-4 Bar Stool, Black & Red
20"L x 22"D x 45"H - Swivel

Gelato Table
24"Diameter x 31" to 40" Adjustable Height
M-7 White
M-8 Grey
M-9 Black

Scoop Chair
17"L x 22" to 33" Adjustable Height
M-10 Red
M-11 Grey
M-12 Black
M-13 White

Pedestal, Black
N-1 12″L x 12″D x 30″H
N-2 12″L x 12″D x 36″H
N-3 12″L x 12″D x 42″H

Pedestal, Grey
N-4 12″L x 12″D x 30″H
N-5 12″L x 12″D x 36″H
N-6 12″L x 12″D x 42″H

Pedestal, Black
N-7 18″L x 18″D x 36″H
N-8 18″L x 18″D x 42″H

Pedestal, Grey
N-9 18″L x 18″D x 36″H
N-10 18″L x 18″D x 42″H

Pedestal, White
N-15 18″L x 18″D x 36″H
N-16 18″L x 18″D x 42″H

N-11 Pedestal, Black
24″L x 24″D x 42″H

N-12 Pedestal, Grey
24″L x 24″D x 42″H

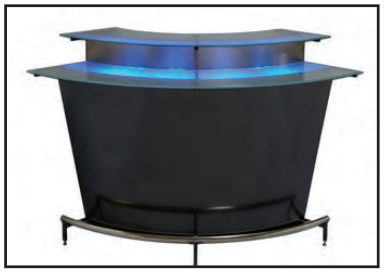
N-13 Black Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24″L x 24″D x 42″H

N-14 White Pedestal
Storage Kiosk with sliding Tray &
Locking Door
24″L x 24″D x 42″H

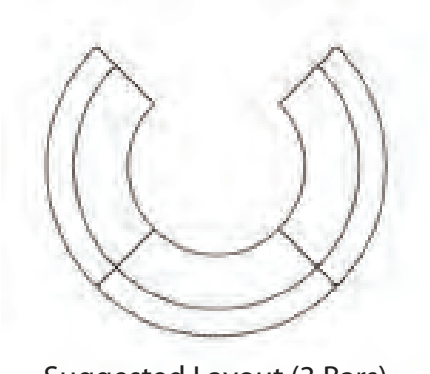
E-10 White Cube
With Optional Multi Plug Charging Station
20″L x 20″D x 20″H

BARS AND RECEPTION COUNTERS

O-1 Martini Bar
50″L x 50″D x 47″H



O-2 Martini Bar with colored lighting option.
No Electric Required



Suggested Layout (3 Bars)

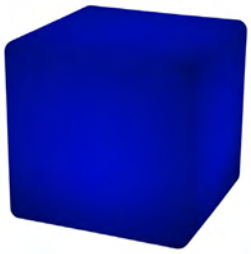
O-3 Cosmopolitan Bar
72″L x 27″D x 42″H

O-4 Cosmopolitan Bar with colored lighting option. Electric Required

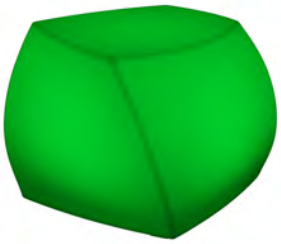
O-5 Reception Counter
48″L x 16″D x 42.5″H

O-6 Contour Reception Counter with Literature Holder - Black
45″L x 21″D x 41″H

O-7 Contour Reception Counter with Literature Holder - Grey
45″L x 21″D x 41″H



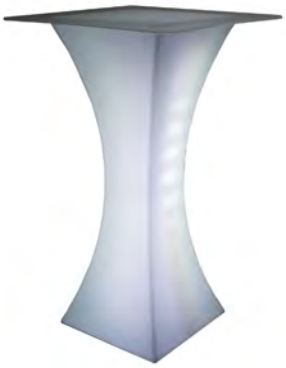
G-4 LED Glow Cube
20″L x 20″D x 20″H



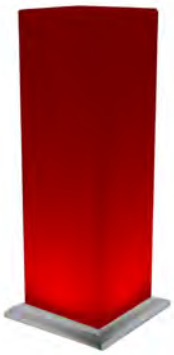
G-5 LED Glow Twisted Cube
22″L x 22″D x 17″H

LED GLOW Furniture with Adjustable Colors

LED GLOW

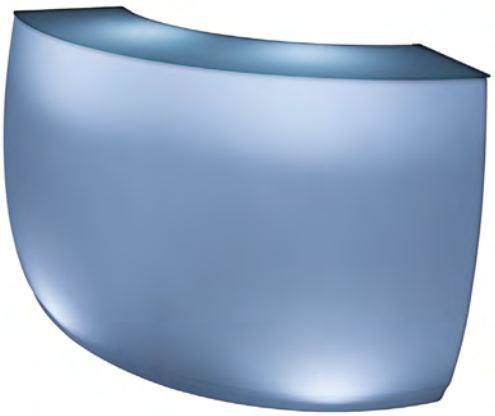


G-6 LED Glow Fluted Bar Table
26″L x 26″D x 43″H

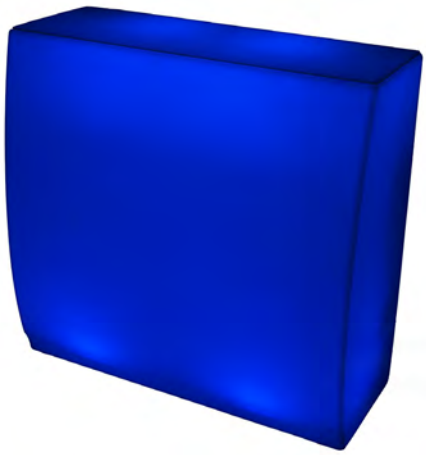


G-7 LED Glow Pedestal
12″L x 12″D x 38″H

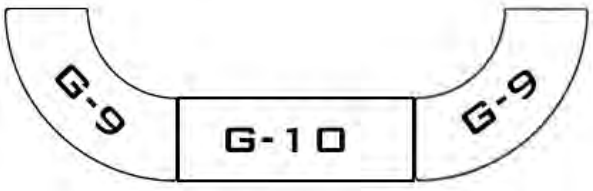
G-8 LED Glow Cylinder Pedestal
15″Dia. x 38″H



G-9 LED Glow Curve Bar
64″L x 23″D x 42″H



G-10 LED Glow Straight Bar
48″L x 19″D x 42″H



CONFERENCE TABLES

Conference Table, Maple
P-1 6 Ft.- 72″L x 36″D x 29″H
P-2 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Mahogany
P-3 6 Ft.- 72″L x 36″D x 29″H
P-4 8 Ft.- 96″L x 48″D x 29″H
P-5 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Honey Oak
P-6 6 Ft.- 72″L x 36″D x 29″H
P-6C 8 Ft.- 96″L x 36″D x 29″H

Conference Table, Black Oval
P-7 6 Ft.- 72″L x 36″D x 29″H
P-8 8 Ft.- 96″L x 48″D x 29″H
P-9 10 Ft.- 120″L x 48″D x 29″H

Conference Table, Grey Oval
P-10 6 Ft.- 72″L x 36″D x 29″H
P-11 8 Ft.- 96″L x 48″D x 29″H

Conference Table, Black & Glass
P-12 5 Ft.- 60″L x 36″D x 29″H

P-13 Chrome Table, Frosted Glass
53″L x 33″D x 29″H

P-14 Table, Honey Oak Round
42″Diameter Top x 29″H

P-15 Table, Mahogany Round
42″Diameter Top x 29″H

P-16 Conference Table, White
79″L x 36″D x 30″H

T-20 6.5’ Montego Table
78”L x 35”D x 30”H

T-21 Montego Chair
20”L x 21”D x 34”H

CONFERENCE CHAIRS

Q-1 Leather Executive
25″L x 28″D x 43″H

Q-2 Mesh Executive
28″L x 23″D x 38″H

Q-3 White Leather Izzo
25″L x 28″D x 42″H

Q-4 Black Leather Izzo
25″L x 28″D x 42″H

Q-5 Black Jr. Executive
24″L x 25″D x 38″H

Q-6 Grey Jr. Executive
24″L x 25″D x 38″H

Q-7 Black Sled
24″L x 24″D x 32″H

Q-8 Grey Sled
24″L x 24″D x 32″H

Q-9 Black & Chrome Breuer
19″L x 23″D x 31″H

Q-10 Grey & Chrome Breuer
19″L x 23″D x 31″H

Drafting Stool
20″L x 23″D x 51″H Seat Height: 23″-33″
Q-11 Black
Q-12 Grey

Secretarial Chair
20″L x 23″D x 36″H Seat Height: 16″-21″
Q-13 Black
Q-14 Grey

ACCESSORIES

O-8 Tall Computer Table
36″L x 30″D x 42″H

O-9 Computer Table
48″L x 30″D x 30″H

O-10 Parson Desk
48″L x 24″D x 29″H

O-11 Refrigerator
20″L x 20″D x 34″H

O-12 Coat Rack
21″ Square Base x 68″H

O-13 Free Standing Mirror, Black
15″L x 71″H

O-14 Literature Stand,
6 Pocket
10″L x 9″D x 64″H

O-15 Literature Stand,
Silver Folding
11″L x 15″D x 60″H

O-16 Literature Stand,
Black Folding
11″L x 15″D x 60″H

iPad Stand
41″H x 14″Dia. Base
O-18 White
O-19 Black

R-1 Etagere, Black (Glass Shelves)
30″L x 14″D x 67″H

R-2 Etagere, Chrome (Glass Shelves)
30″L x 14″D x 67″H

Bookcase, 48″
36″L x 12″D x 48″H
R-3 Grey
R-4 Black

Bookcase, 72″
36″L x 12″D x 72″H
R-5 Grey
R-6 Black

Filing Cabinet, 2-Drawer
15″L x 25″D x 29″H
R-7 Grey
R-8 Black

R-9 Filing Cabinet, Black 4-Drawer
15″L x 25″D x 52″H

Storage Cabinet, 42″
36″L x 18″D x 42″H
R-10 Grey
R-11 Black

R-12 Storage Cabinet, Black 72″
36″L x 18″D x 72″H

S-1 Desk, Natural & Black
60″L x 30″D x 29″H

S-2 Credenza, Natural & Black
60″L x 20″D x 29″H

S-3 Desk, Honey Oak
60″L x 30″D x 29″H

S-4 Credenza, Honey Oak
66″L x 20″D x 29″H

S-5 Desk, Mahogany
60″L x 30″D x 29″H

S-6 Credenza, Mahogany
60″L x 20″D x 29″H

S-7 Desk, Grey
60″L x 30″D x 29″H

S-8 Credenza, Grey
60″L x 20″D x 29″H

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v015.1_425

A-1	Black Suede Sofa	$425
A-2	Black Suede Loveseat	$385
A-3	Black Suede Chair	$270
A-4	Black Suede Bench	$241
A-5	Nickel/Glass Ckt Table	$178
A-6	Nickel/Glass End Table	$161
A-7	Black Suede Corner	$270
A-8	Black Suede Armless	$270
A-9	Blk/Half Round Ottoman	$339
A-10	Black/Glass Ckt Table	$178
A-11	Black/Glass End Table	$161
A-12	Black Floor Lamp	$86
B-1	Tan Suede Sofa	$425
B-2	Tan Suede Loveseat	$385
B-3	Tan Suede Chair	$270
B-4	Natural Ckt Table	$178
B-5	Natural End Table	$161
B-6	Green Suede Ottoman	$150
B-7	Green Suede Chair	$270
C-1	Black Leather Sofa	$425
C-2	Black Leather Loveseat	$385
C-3	Black Leather Chair	$270
C-6	Black/Chrome Lamp	$86
D-4	Black Cube Ckt Table	$184
D-5	Black Round Ckt Table	$184
D-6	Black Cube End Table	$167
E-1	White Southbeach Sofa	$512
E-2	White Southbeach Chair	$328
E-3	White Southbeach Bench	$241
E-4	Red Southbeach Sofa	$512
E-5	Red Southbeach Chair	$328
E-6	Red Southbeach Bench	$241
E-7	White Square Ckt Table	$172
E-9	White End Table	$161
E-10	White Cube End / Charger	$225
F-1	Barcelona Chair Red	$362
F-2	Barcelona Ottoman Red	$184
F-3	Barcelona Chair White	$362
F-4	Barcelona Ottoman White	$184
F-5	Barcelona Chair Black	$362
F-6	Barcelona Ottoman Black	$184
G-1	Red Swirl Melrose Sofa	$512
G-2	Red Swirl Melrose Chair	$328
G-3	Red Swirl Melrose Bench	$241
G-4	LED Glow Cube	$185
G-5	LED Glow Twist Cube	$195
G-6	LED Fluted Bar Table	$245
G-7	LED Glow Pedestal	$235
G-8	LED Cylinder Pedestal	$235
G-9	LED Glow Curve Bar	$975
G-10	LED Glow Straight Bar	$875
H-1	Black Sectional Loveseat	$448
H-2	Black Sectional Corner	$328
H-3	White Sectional Loveseat	$448
H-4	White Sectional Corner	$328
H-5	Wht/Chrm Modern Sofa	$475
H-6	Wht/Chrm Modern Chair	$275
I-1	White Curve Sofa	$489
I-2	White Curve Bench	$316
I-3	White Round Ottoman	$241
I-4	Black Curve Sofa	$489
I-5	Black Curve Bench	$316
I-6	Black Round Ottoman	$241
I-7	Chrome/Glass Ckt Table	$201
I-8	Chrome/Glass End Table	$178
I-9	Wht/Chrome Glove Chair	$282
I-10	Da Vinci White Sofa	$475
J-1B	Dynamic Black Chair	$144
J-2G	Dynamic Green Chair	$144
J-3O	Dynamic Orange Chair	$144
J-4W	Dynamic White Chair	$144
J-10	White Cube Ottoman	$109
J-11	Black Leather Cube	$109
K-1	24" Black Table	$132
K-2	30" Black Table	$132
K-3	36" Black Table	$150
K-4	42" Black Table	$178
K-5	Black Euro Chair	$120
K-6	Jet Black Chair	$120
K-7	24" Black Tall Bar Table	$172
K-8	30" Black Tall Bar Table	$172
K-9	36" Black Tall Bar Table	$184
K-10	Black Barstool	$150
K-11	Jet Black Bar Stool	$172
K-12	Mocha Stage Chair	$161
K-13	Black Tub Chair	$241
K-15	Black Tulip Chair	$172
L-1	30" Maple Table	$150
L-2	36" Maple Table	$161
L-3	Maple/Chrome Chair	$144
L-4	30" Maple Tall Bar Table	$178
L-5	36" Maple Tall Bar Table	$184
L-6	Maple/Chrome Bar Stool	$172
L-7	30" Black/Chrome Table	$138
L-7W	30"White/Chrome Table	$138
L-8	36" Black/Chrome Table	$155
L-9	Black/Chrome Chair	$144
L-9W	White / Chrome Chair	$144
L-9WL	White Anaheim Chair	$144
L-10	30" Blk/Chrome Tall Bar T	$178
L-11	36" Blk/Chrome Tall Bar T	$184
L-12	Black/Chrome Bar Stool	$172
L-12W	White / Chrome Bar Stool	$172
L-14	Black/Glass Table	$155
L-15	Chrome/Glass Table	$150
L-17	Chrome/Glass Tall Bar Tb	$195
L-18	Wht/Chrome Swivel Stool	$150
L-18B	Wht Swivel Stool w/ Back	$184
L-19	Blk/Chrome Swivel Stool	$150
L-20	30" Chrome Table	$155
L-21	Chrome/Chrome Chair	$144
L-22	30" Chrome Tall Bar Tbl	$184
L-23	Chrome/Chrome Bar Stoo	$172
M-1	Blue/Black Chair	$144
M-2	Blue/Black Bar Stool	$172
M-3	Red/Black Chair	$144
M-4	Red/Black Bar Stool	$172
M-5	30" Wht/Chrome Tall Bar	$178
M-6	Whtite Curve Bar Stool	$184
M-7	White Gelato Table	$225
M-8	Grey Gelato Table	$225
M-9	Black Gelato Table	$225
M-10	Red Scoop Chair	$172
M-11	Grey Scoop Chair	$172
M-12	Back Scoop Chair	$172
M-13	White Scoop Chair	$172
M-14	White Crescent Stool	$184
N-1	12x12x30 Black Ped	$172
N-2	12x12x36 Black Ped	$184
N-3	12x12x42 Black Ped	$195
N-4	12x12x30 Grey Ped	$172
N-5	12x12x36 Grey Ped	$184
N-6	12x12x42 Grey Ped	$195
N-7	18x18x36 Black Ped	$207
N-8	18x18x42 Black Ped	$218
N-9	18x18x36 Grey Ped	$207
N-10	18x18x42 Grey Ped	$218
N-11	24x24x42 Black Ped	$230
N-12	24x24x42 Grey Ped	$230
N-13	24x24x42 Black w/ Tray	$316
N-14	24x24x42 White w/ Tray	$316
N-15	18x18x36 White Ped	$207
N-16	18x18x42 White Ped	$218
O-1	Martini Bar	$875
O-2	Martini Bar (w/ Light Kit)	$975
O-3	Cosmopolitan Bar	$857
O-4	Cosmo Bar (w/ Light Kit)	$975
O-5	Reception Counter	$236
O-6	Black Contour Reception	$385
O-7	Grey Contour Reception	$385
O-8	42"h Computer Table	$225
O-9	30"h Computer Table	$201
O-10	Parson Desk	$225
O-11	Refrigerator	$201
O-12	Coat Rack	$115
O-13	Black Mirror	$150
O-14	Literature Stand	$126
O-15	Silver Folding Lit. Stand	$167
O-16	Black Folding Lit. Stand	$167
O-18	Ipad Stand - White	$126
O-19	Ipad Stand - Black	$126
P-1	6' Maple Conf. Table	$351
P-2	8' Maple Conf. Table	$445
P-3	6' Mahogany Conf. Tbl	$351
P-4	8' Mahogany Conf. Tbl	$445
P-5	10' Mahogany Conf. Tbl	$569
P-6	6' Honey Oak Conf. Tbl	$351
P-6C	8' Honey Oak Conf. Tbl	$475
P-7	6' Black Conf. Table	$333
P-8	8' Black Conf. Table	$445
P-9	10' Black Conf. Table	$569
P-10	6' Grey Conf. Table	$333
P-11	8' Grey Conf. Table	$445
P-12	36x60 Glass Table	$316
P-13	Frosted Glass Table	$443
P-14	42"Dia. Honey Table	$241
P-15	42" Dia. Mahogany Table	$241
P-16	6.5' White Conf. Table	$545
Q-1	Leather Executive Chair	$225
Q-2	Mesh Executive Chair	$225
Q-3	Wht/Leather Exec Chair	$276
Q-4	Blk/Leather Exec Chair	$276
Q-5	Blk Jr. Executive Chair	$190
Q-6	Grey Jr. Executive Chair	$190
Q-7	Black Sled Chair	$161
Q-8	Grey Sled Chair	$161
Q-9	Blk Chrome Breuer Chair	$144
Q-10	Gry Chrome Breuer Chair	$144
Q-11	Black Drafting Stool	$172
Q-12	Grey Drafting Stool	$172
Q-13	Black Secretarial Chair	$144
Q-14	Grey Secretarial Chair	$144
R-1	Black Etagere	$184
R-2	Chrome Etagere	$184
R-3	48" Grey Bookcase	$150
R-4	48" Black Bookcase	$150
R-5	72" Grey Bookcase	$172
R-6	72" Black Bookcase	$172
R-7	2-Dr Grey File Cabinet	$150
R-8	2-Dr Black File Cabinet	$150
R-9	4-Dr Black File Cabinet	$165
R-10	42" Grey Storage Cabinet	$165
R-11	42" Black Storage Cabinet	$165
R-12	72" Black Storage Cabinet	$195
S-1	Natural/Black Desk	$405
S-2	Natural/Black Credenza	$360
S-3	Honey Executive Desk	$405
S-4	Honey Credenza	$360
S-5	Mahogany Desk	$405
S-6	Mahogany Credenza	$360
S-7	Grey Executive Desk	$405
S-8	Grey Credenza	$360
T-20	Montego Conf.Table	$632
T-21	Montego Chair	$178

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SUBTOTAL	_____
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- All showsite orders are subject to a 25% service charge.

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